

(FOR 60 NAMES)

STATE OF NEW YORK

Department of Public Instruction

Register of Attendance  
—OF—

SCHOOL DISTRICT NO. 2

TOWN OF Darwin COUNTY OF Walter

For the Year commencing August 1, 1901, and ending July 31, 1902

THIS REGISTER IS NOT TO BE USED FOR ANY OTHER YEAR  
THAN THAT FOR WHICH IT IS PREPARED

SPECIAL NOTICE

The attention of teachers, trustees and other school officers is particularly called to important provisions of school law contained in the "Consolidated School Law," Chapter 556 of the Laws of 1894, which took effect on June 30, 1894, set forth in this register.

The attention of trustees and teachers is specially called to the provisions contained in Title 7 of said Consolidated School Law relating to the employment of teachers and their payment; Contracts of hiring to be made and delivered to teachers; providing suitable water closets, building fires and cleaning school rooms, and janitor work generally in schoolhouses.



# IMPORTANT SCHOOL LAWS

*Extracts from the Consolidated School Law (Chap. 556, Laws of 1894) and the amendments thereto*

## Uncollected Taxes, Etc.

Sections 74 and 86, Article 7, Title 7, as amended by Chapter 512, Laws of 1897

§ 74 Out of any moneys in the county treasury, raised for contingent expenses, or for the purpose of paying the amount of the taxes so returned unpaid, the treasurer shall pay to the collector the amount of the taxes so returned as unpaid, with one per centum of the amount in addition thereto, for the compensation of such collector, and if there are no moneys in the treasury applicable to such purpose, the board of supervisors, at the time of levying said unpaid taxes, as provided in the next section, shall pay to the collector of the school district the amount thereof, with said addition thereto, by voucher or draft on the county treasurer, in the same manner as other county charges are paid, and the collector shall be again charged therewith by the trustees.

§ 86 The collector shall keep in his possession all moneys received or collected by him by virtue of any warrant, or received by him from the county treasurer or board of supervisors for taxes returned as unpaid, or moneys apportioned by the state or raised by direct taxation for teachers' wages or library, to be by him paid out upon the written order of a majority of the trustees; said collector, when a treasurer shall have been elected in his district, shall pay over the moneys collected by him by virtue of his warrant, to said treasurer as hereinbefore provided in this title; and he shall report in writing, at the annual meeting, all his collections, receipts and disbursements, and shall report to the supervisor on or before the first Tuesday of March in each year the amounts of school moneys in his hands not paid out on trustees' orders, and shall pay over to his successor in office, when he has duly qualified and given bail, all moneys in his hands belonging to the district.

## Collector to Execute a Bond, Etc.

Sections 80 and 89, Article 7, Title 7

§ 80 Within such time, not less than ten days, as the trustees shall allow him for the purpose, the collector, before receiving the first warrant for the collection of money, shall execute a bond to the trustees, with one or more sureties, to be approved by a majority of the trustees, in such amount as the district meeting shall have fixed, or if such meeting shall not have fixed the amount, then in such amount as the trustees shall deem reasonable, conditioned for the due and faithful execution of the duties of his office. The trustees, upon receiving said bond, shall, if they approve thereof, indorse their approval thereon, and forthwith deliver the same to the town clerk of the town in which said collector resides, and said clerk shall file the same in his office, and enter in a book to be kept by him for that purpose, a memorandum, showing the date of said bond, the names of the parties and sureties thereto, the amount of the penalty thereof, and the date and time of filing the same, and said town clerk is authorized to receive as a fee for such filing and memorandum the sum of twenty-five cents, which sum is hereby made a charge against the school district interested in said bond; and in case the trustees of any school district, other than those within the limits of any city or incorporated village, shall deem it for the best interests of the district or the public to have the collector of such district disburse to teachers the money apportioned by the state for teacher's wages, they shall so direct, by resolution to be entered upon the minutes of their proceedings, and thereupon the said collector, before receiving any such money for such purpose, shall execute a bond to the trustees, with two or more sureties, in double the amount of the last apportionment, with like condition of sureties, approval of trustees, and amount and like directions as to filing as are required above for a bond for the collection of taxes, and conditioned also for the due and faithful execution of the duties of his office as such disbursing agent. In districts in which a treasurer shall be elected as hereinbefore provided in this title, the collector shall not receive or disburse any of the money apportioned by the state for teachers' wages, but the same shall be paid by the supervisor to such treasurer as hereinbefore provided.

§ 89 Within fifteen days after any tax list and warrant shall have been returned by a collector to the trustees of any school district, the trustees shall deliver the same to the town clerk of the town in which the collector resides, and said town clerk shall file the same in his office.

## Contract with and Payment of Teachers

Sections 17 and 18, Article 5, Title 15, as amended by Chapter 264, Laws of 1896

§ 17 All officers or boards of officers who shall employ any teacher to teach in any of the public schools of this state shall, at the time of such employment, make and deliver to such teacher, or cause to be made and delivered, a contract in writing, signed by said officer, or by the members of said board, or by some person duly authorized by said board, to represent them in the premises, in which the detail of the agreement between the parties, and particularly the length of the term of employment, the amount of compensation and the time or times when such compensation shall be due and payable shall be clearly and definitely set forth. But nothing herein contained shall be deemed to abridge or otherwise affect the term of employment of any teacher now or hereafter employed in the public schools, nor to repeal or affect any provision of special laws concerning the employment or removal of teachers now in force in any particular locality.

§ 18 The pay of any teacher employed in the public schools of this state shall be due and payable at least as often as at the end of each calendar month of the term of employment.

## Power of School District Meetings, Etc.

Subdivision 16, of Section 14, Article 1, Title 7

16 To vote a tax to pay whatever deficiency there may be in teachers' wages after the public money apportioned to the district shall have been applied thereto; but if the inhabitants shall neglect or refuse to vote a tax for this purpose, or if they shall vote a tax which shall prove insufficient to cover such deficiency, then the trustees are authorized, and it is hereby made their duty, to raise, by district tax, any reasonable sum that may be necessary to pay the balance of teachers' wages remaining unpaid, the same as if such tax had been authorized by a vote of the inhabitants.—(Also see Sec. 20, Article 4, Title 8.)

## Powers and Duties of Trustees, Etc.

Subds. 9, 12, 13, 14 and 15 of Section 47, Article 6, Title 7

9 To contract with and employ all teachers in the district school or schools as are qualified under the provisions of this act, and to designate the number of teachers to be employed; to determine the rate of compensation to be paid to each teacher and the term of the employment of each teacher, respectively, and to determine the terms of school to be held in their respective districts during each school year; but no person who is related to any trustee or trustees by blood or marriage shall be so employed, except with the approval of two-thirds of the voters of such district present and voting upon the question at an annual or special meeting of the district. Nor shall the trustees of any school district make any contract for the employment of a teacher for more than one year in advance. Nor shall any trustee or trustees, employ any teacher for a shorter time than ten weeks unless for the purpose of filling out an unexpired term of school. Nor shall any trustee or trustees contract with any teacher whose certificate of qualification shall not cover a period at least as long as that covered by the contract of service. Nor shall any teacher be dismissed in the course of a term of employment, except for reasons which, if appealed to the superintendent of public instruction, shall be held to be sufficient cause for such dismissal. Any failure on the part of a teacher to complete an agreement to teach a term of school without good reason therefor shall be deemed sufficient ground for the revocation of the teacher's certificate. Any person employed in disregard of the foregoing provisions shall have no claim for wages against the district, but may enforce the specific contract made against the trustee or trustees consenting to such employment as individuals.

12 To pay, towards the wages of such teachers as are qualified, the public moneys apportioned to the district legally applicable thereto, by giving them orders therefor on the supervisor, or on the collector or treasurer of such district when duly qualified to receive and disburse the same, and to collect, as herein provided, the residue of such wages by direct tax. But no trustee shall issue any order or draw a draft upon a supervisor, collector or treasurer for any money unless there shall be at the time a sufficient amount of money in the hands of such supervisor, collector or treasurer belonging to the district, to meet such order or draft, and a violation of this provision by any trustee shall be a misdemeanor and punishable as such. If, at the time of the employment of a qualified teacher for a term of school, there shall be no public moneys in the hands of the district collector or treasurer applicable to the payment of teachers' wages, or if there shall not be a sufficient amount in the hands of either or all such officers to enable the trustee or trustees to pay the teachers' wages as they fall due, and the district meeting has failed or neglected to authorize a tax to pay the same, the trustee or trustees of such school district are hereby authorized and empowered, and it shall be their duty, to collect by district tax an amount sufficient to pay the wages of such teacher for such term, but not to exceed four months in advance.

13 To divide such public moneys apportioned to the district, whenever authorized by a vote of their district into two or more portions for each year; to assign and apply one of such portions to each term during which a school shall be kept in such district, for the payment of teachers' wages during such term; and to collect the residue of such wages not paid by the proportion of public money allotted for that purpose, by district tax as herein provided.

14 To draw upon the supervisor, the collector or treasurer, when duly qualified to receive and disburse the same, for the school and library moneys, by written orders signed by the sole trustee, or where there are three trustees, signed by a majority of said trustees as prescribed by subdivisions one and two of section four of title three of this act.

15 After having paid towards the wages of such teachers as are qualified, the public moneys of the district legally applicable thereto, by giving them orders on the supervisor, collector or treasurer therefor, to collect the residue of such wages by a district tax, or, if the same shall have been already collected, to give such teacher an order on the collector or treasurer for the balance of his or her wages still remaining unpaid. But it shall be a misdemeanor, and punishable as such, for a trustee or trustees to give an order upon the collector or treasurer unless there shall be in the hands of said collector or treasurer, at the time, sufficient money belonging to the district to meet the same.

## Privies

Section 48, Article 6, Title 7

§ 48 The trustee or trustees in the several school districts shall provide suitable and convenient water-closets or privies for each of the schools under their charge, at least, two in number, which shall be entirely separated each from the other, and having separate means of access, and the approaches thereto shall be separated by a substantial close fence not less than seven feet in height. It shall be the duty of the trustee or trustees aforesaid to keep the same in a clean and



wholesome condition, and a failure to comply with the foregoing provisions of this section on the part of such trustee or trustees, shall be sufficient ground for his or their removal from office, and for withholding from the district any share of the public moneys of the state. Any expense incurred by such trustee or trustees in carrying out the requirements of this act shall be a charge upon the district, when such expense shall have been approved by the school commissioner of the district within which the school district is located, and a tax may be levied therefor without a vote of the district.

## Examinations by School Commissioners of School Buildings and Furniture

THEIR POWER TO ORDER ALTERATIONS AND REPAIRS, AND THE PURCHASE OF NEW OR ADDITIONAL FURNITURE, AND TO CONDEMN SCHOOL-HOUSES; DUTIES OF TRUSTEES AND SCHOOL MEETINGS

Subds. 3 and 4, of Section 13, Title 5, as amended by Chapter 512, Laws of 1897

§ 3 Upon such examination (by school commissioner), to direct the trustees to make any alterations or repairs on the school-house or outbuildings which shall, in his opinion, be necessary for the health or comfort of the pupils, but the expense of making such alterations or repairs shall, in no case, exceed the sum of two hundred dollars, unless an additional sum shall be voted by the district. He may also direct the trustee to make any alterations or repairs to school furniture, or when in his opinion any furniture is unfit for use and not worth repairing, or when sufficient furniture is not provided, he may direct that new furniture shall be provided as he may deem necessary, provided that the expense of such alterations, repairs or additions to furniture shall not, in any one year, exceed the sum of one hundred dollars. He may also direct the trustees to abate any nuisance in or upon the premises, provided the same can be done at an expense not exceeding twenty-five dollars.

§ 4 By an order under his hand (school commissioner), reciting the reason or reasons, to condemn a school-house, if he deems it wholly unfit for use and not worth repairing, and to deliver the order to the trustees, or one of them, and transmit a copy to the superintendent of public instruction. Such order, if no time for its taking effect be stated in it, shall take effect immediately. He shall also state what sum will, in his opinion, be necessary to erect a school-house capable of accommodating the children of the district. Immediately upon the receipt of said order, the trustee or trustees of such district shall call a special meeting of the inhabitants of said district, for the purpose of considering the question of building a school-house therein. Such meeting shall have power to determine the size of said school-house, the material to be used in its erection, and to vote a tax to build the same; but such meeting shall have no power to reduce the estimate made by the commissioner aforesaid by more than twenty-five per centum of such estimate. And where no tax for building such house shall have been voted by such district within thirty days from the time of holding the first meeting to consider the question, then it shall be the duty of the trustee or trustees of such district to contract for the building of a school-house capable of accommodating the children of the district, and to levy a tax to pay for the same, which tax shall not exceed the sum estimated as necessary by the commissioner aforesaid, and which shall not be less than such estimated sum by more than twenty-five per centum thereof. But such estimated sum may be increased by a vote of the inhabitants at any school meeting subsequently called and held according to law.

## Arbor Day

Sections 44, 45, 46 and 47, Article 15, Title 15

§ 44 The Friday following the first day of May in each year shall be known throughout this state as arbor day.

§ 45 It shall be the duty of the authorities of every public school in this state to assemble the scholars in their charge on that day in the school building, or elsewhere, as they may deem proper, and to provide for and conduct, under the general supervision of the city superintendent or the school commissioner, or other chief officers having the general oversight of the public schools in each city or district, such exercises as shall tend to encourage the planting, protection and preservation of trees and shrubs, and an acquaintance with the best methods to be adopted to accomplish such results.

§ 46 The state superintendent of public instruction shall have power to prescribe from time to time a course of exercises and instruction in the subjects hereinbefore mentioned, which shall be adopted and observed by the public school authorities on arbor day, and upon receipt of copies of such course, sufficient in number to supply all the schools under their supervision, the school commissioner or city superintendent aforesaid shall promptly provide each of the schools under his or their charge with a copy, and cause it to be observed.

§ 47 The legislature shall annually make an appropriation for carrying out the provisions of this act, upon the recommendation of the superintendent of public instruction.

## Apportionment of School Moneys by State Superintendent

Sections 5, 6 and 7, Article 1, Title 2

§ 5 He (State Superintendent of Public Instruction) shall apportion and set apart from the free school fund appropriated therefor the amounts required to pay the annual salaries of the school commissioners elected or elective under this act, to be drawn out of the treasury and paid

to the several commissioners as hereinafter provided; and he shall also apportion to each of the cities of the state, and to each of the incorporated villages of the state having a population of five thousand or upwards, and to each union free school district having a like population, which employs a superintendent of schools, out of the income of the said fund, and if insufficient, the deficiency out of the free school fund so appropriated, the sum of eight hundred dollars, and in case any city is entitled to more than one member of assembly, according to the unit of representation adopted by the legislature, five hundred dollars for each additional member of assembly, to be expended according to law for the support of the public schools of the city. But said superintendent shall make no allotment to any city or district for the expenses of a superintendent unless satisfied that such city, village or district, employs a competent person as superintendent whose time is exclusively devoted to the general supervision of the public schools of said city, village or district; nor shall he make any allotment to any district in the first instance without first causing an enumeration of the inhabitants thereof to be made, which shall show the population thereof to be at least five thousand, the expense of which enumeration, as certified by said state superintendent, shall be paid by the district in whose interest it is made. He shall then set apart, from the income of the United States deposit fund, for and as library moneys, such sums as the legislature shall appropriate for that purpose. He shall also set apart from the free school fund a sum, not exceeding six thousand dollars, for a contingent fund. He shall then set apart and apportion, for and on account of the Indian schools under his supervision, a sum which will be equitably equivalent to their proportion of the state school money, upon the basis of distribution established by this act, such sum to be wholly payable out of the proceeds of the state tax for the support of common schools. After deducting the said amounts he shall divide the remainder of the state school moneys into two parts, and shall apportion them as hereinafter specified.

§ 6 He (State Superintendent of Public Instruction) shall apportion one part of such remainder equally among the school districts and cities from which reports shall have been received in accordance with law, as follows: Making the distributive portion of each district quota one hundred dollars. To entitle a district to a distributive portion or district quota, a qualified teacher, or successive qualified teachers, must have actually taught the common school of the district for at least the term of time hereinafter mentioned, during the last preceding school year. For every additional qualified teacher and successors who shall have actually taught in said school during the whole of said term the district shall be entitled to another distributive quota; but pupils employed as monitors, or otherwise, shall not be deemed teachers. The aforementioned term, during every school year, shall be one hundred and sixty days of school, inclusive of legal holidays that may occur during the term of said schools, and exclusive of Saturdays. No Saturday shall be counted as part of said one hundred and sixty days of school, and no school shall be in session on a legal holiday. A deficiency not exceeding three weeks during any school year, caused by a teacher's attendance upon a teachers' institute within the county, shall be excused by the superintendent of public instruction.

§ 7 Having so apportioned and distributed the said district quota as specified in section six of this act, the superintendent shall apportion the remainder of said state school moneys, and also the library moneys separately, among the counties of the state, according to their respective population, excluding Indians residing on their reservations, as the same shall appear from the last preceding State or United States census; but as to counties in which are situated cities having special school acts, he shall apportion to each city the part to which it shall so appear entitled, and to the residue of the county the part to which it shall appear to be so entitled. If the census according to which the apportionment shall be made does not show the sum of the population of any county or city, the superintendent shall, by the best evidence he can procure, ascertain and determine the population of such county or city at the time the census was taken, and make his apportionment accordingly.

## Apportionment by School Commissioners

Sections 13 and 15, Article 2, Title 2

§ 13 The school commissioner or commissioners of each county, shall proceed, on the third Tuesday of March, in each year, to ascertain, apportion and divide the State and other school moneys, as follows:

1 They shall set apart any library moneys apportioned by the superintendent.

2 From the other moneys apportioned to the county, they shall set apart and credit to each school district the amount apportioned to it by the State Superintendent, and to every district which did not participate in the apportionment of the previous year, and which the superintendent shall have excused, such equitable sum as he shall have allowed to it.

5 They shall apportion library moneys to the school districts, and parts of school districts, joint with parts in any city or in any adjoining county, which shall be entitled to participate therein, as follows: To each of said districts an amount equal to that which shall have been raised in said district for library purposes, either by tax or otherwise; and if the aggregate amount so raised in the districts within the county shall exceed the sum apportioned to the county, the said districts, respectively, shall be entitled to participate in such apportionment pro rata to the total amount apportioned to the county.

6 They shall apportion all of such remaining unapportioned moneys in the like manner and upon the same basis among such school districts and parts of districts in proportion to the aggregate number of days of attendance of the pupils resident therein, between the ages of five and eighteen years, at their respective schools during the last preceding school year, and also such children residing therein over four years of age who shall have attended any free kindergarten school legally established. The aggregate number of days in attendance of the pupils is to be ascertained from the records thereof kept by the teachers as hereinafter prescribed, by adding together the whole number of days' attendance of each and every pupil in the district, or part of a district.

7 They shall then set apart the moneys so set apart and apportioned to each district, the school-house of which is therein; and to each part of a joint district therein the schoolhouse of which is located in a city or in a town in an adjacent county.

§ 15 No district or part of a district shall be entitled to any portion of such school moneys on such apportionment unless the report of the trustees for the preceding school year shall show that a common school was supported in the district and taught by a qualified teacher for such a term of time as would, under section six of this title, entitle it to a distributive share under the apportionment of the superintendent.



## The Physiology Law

Sections 19 and 20, Article 6, Title 15, as amended by Chapter 901, Laws of 1896

§ 19 The nature of alcoholic drinks and other narcotics and their effects on the human system shall be taught in connection with the various divisions of physiology and hygiene, as thoroughly as are other branches in all schools under State control, or supported wholly or in part by public money of the State, and also in all schools connected with reformatory institutions.

All pupils in the above-mentioned schools below the second year of the high school and above the third year of school work computing from the beginning of the lowest primary, not kindergarten, year, or in corresponding classes of ungraded schools, shall be taught and shall study this subject every year with suitable text-books in the hands of all the pupils, for not less than three lessons a week for ten or more weeks, or the equivalent of the same in each year, and must pass satisfactory tests in this as in other studies before promotion to the next succeeding year's work; except that, where there are nine or more school years below the high school, the study may be omitted in all years above the eighth year and below the high school by such pupils as have passed the required tests of the eighth year.

In all schools above mentioned, all pupils in the lowest three primary, not kindergarten, school years or in corresponding classes in ungraded schools shall each year be instructed in this subject orally for not less than two lessons a week for ten weeks, or the equivalent of the same in each year, by teachers using text-books adapted for such oral instruction as a guide and standard, and such pupils must pass such tests in this as may be required in other studies before promotion to the next succeeding year's work.

Nothing in this act shall be construed as prohibiting or requiring the teaching of this subject in kindergarten schools.

The local school authorities shall provide needed facilities and definite time and place for this branch in the regular courses of studies. The text-books in the pupils' hands shall be graded to the capacities of fourth-year, intermediate, grammar and high school pupils, or to corresponding classes in ungraded schools.

For students below high school grade such text-books shall give at least one-fifth their space, and for students of high school grade shall give not less than twenty pages, to the nature and effects of alcoholic drinks and other narcotics. This subject must be treated in the text-books in connection with the various divisions of physiology and hygiene, and pages on this subject in a separate chapter at the end of the book shall not be counted in determining the minimum.

No text-book on physiology not conforming to this act shall be used in the public schools except so long as may be necessary to fulfill the conditions of any legal adoption existing at the time of the passage of this act.

All regents' examinations in physiology and hygiene shall include a due proportion of questions on the nature of alcoholic drinks and other narcotics, and their effects on the human system.

§ 20 In all normal schools, teachers' training classes and teachers' institutes, adequate time and attention shall be given to instruction in the best methods of teaching this branch, and no teacher shall be licensed who has not passed a satisfactory examination in the subject, and the best methods of teaching it.

On satisfactory evidence that any teacher has wilfully refused to teach this subject, as provided in this act, the State Superintendent of Public Instruction shall revoke the license of such teacher.

No public money of the State shall be apportioned by the State Superintendent of Public Instruction or paid for the benefit of any city until the superintendent of schools therein shall have filed with the treasurer or chamberlain of such city an affidavit, and with the State Superintendent of Public Instruction a duplicate of such affidavit, that he has made thorough investigation as to the facts, and that to the best of his knowledge, information and belief all the provisions of this act have been complied with in all the schools under his supervision in such city during the last preceding legal school year; nor shall any public money of the State be apportioned by the State Superintendent of Public Instruction, or by school commissioners, or paid for the benefit of any school district, until the president of the board of trustees, or in the case of common school districts the trustee or some one member of the board of trustees, shall have filed with the school commissioner having jurisdiction an affidavit that he has made thorough investigation as to the facts and that to the best of his knowledge, information, and belief all the provisions of this act have been complied with in such district, which affidavit shall be included in the trustees' annual report, and it shall be the duty of every school commissioner to file with the State Superintendent of Public Instruction an affidavit in connection with his annual report, showing all districts in his jurisdiction that have and those that have not complied with all the provisions of this act according to the best of his knowledge, information and belief based on a thorough investigation by him as to the facts; nor shall any public money of the State be apportioned or paid for the benefit of any teachers' training class, teachers' institute or other school mentioned herein until the officer having jurisdiction or supervision thereof shall have filed with the State Superintendent of Public Instruction an affidavit that he has made thorough investigation as to the facts and that to the best of his knowledge, information and belief all the provisions of this act relative thereto have been complied with.

The principal of each normal school in the State shall at the close of each of their school years file with the State Superintendent of Public Instruction an affidavit that all the provisions of this law applicable thereto have been complied with during the school year just terminated and until such affidavit shall be filed no warrant shall be issued by the State Superintendent of Public Instruction for the payment by the treasurer of any part of the money appropriated for such school.

It shall be the duty of the State Superintendent of Public Instruction to provide blank forms of affidavit required herein for use by the local school officers, and he shall include in his annual report a statement showing every school, city or district which has failed to comply with all the provisions of this act during the preceding school year.

On complaint by appeal to the State Superintendent of Public Instruction by any patron of the schools mentioned in the last preceding section, or by any citizen, that any provision of this act has not been complied with in any city or district, the State Superintendent of Public Instruction shall make immediate investigation, and on satisfactory evidence of the truth of such complaint, shall thereupon and thereafter withhold all public money of the State to which such city or district would otherwise be entitled, until all the provisions of this act shall be complied with in said city or district, and shall exercise his power of reclamation and deduction under section 9 of article 1 of title 2 of the consolidated school law.

## Flag Law

Chapter 222, Laws of 1895

SECTION 1 The school authorities of every public school in the several cities and school districts of this State shall purchase a United States flag, flagstaff and the necessary appliances therefor, and shall display such flag upon or near the public school building during school hours, and at such other times as the school authorities may direct. The necessary funds to defray the expense incurred by this act shall be assessed and collected in the same manner as moneys for public school purposes are now raised by law.

§ 2 This act shall take effect immediately.

## School District Contracts for Instruction of Pupils and Transportation of Children

Sections 14 and 15, Article 4, Title 15, as amended by Chapter 294, Laws of 1897

§ 14 Whenever any school district, by a vote of a majority of the qualified voters present and voting thereon, shall empower the trustees thereof, the said trustees shall enter into a written contract with the trustees or boards of education consenting thereto, or any other district, village or city, whereby all the children of such district may be entitled to be taught in the public schools of such city, village or school district for a period of not less than one hundred and sixty days in any school year, upon filing a copy of such contract, duly certified by the trustees of each of such school districts, or by the secretary of the board of education of such city or village in the office of the State Superintendent of Public Instruction. Such school district shall be deemed to have employed a competent teacher for such period, and shall be entitled to receive one distributive district quota each year, during which such contract shall be continued.

§ 15 The board of education of any city or village, and the trustees of any school district so contracting with any other school district, shall report the number of persons of school age in such district, together with those resident in said city, village or school district, the same as though they were actual residents thereof, and shall report for the pupils attending such schools from such adjoining districts to the Superintendent of Public Instruction, the same as though they were residents of such city, village or school district.

SUBDIVISION 19 OF SECTION 14, TITLE 7 *Whenever any district shall have contracted with the school authorities of any city or village or other school district for the education therein of the pupils residing in such common school districts, the inhabitants thereof entitled to vote are authorized to provide, by tax or otherwise, for the conveyance of the pupils residing therein to the schools of such city, village or district with which such contract shall have been made, and the trustees thereof may contract for such conveyance when so authorized in accordance with such rules and regulations as they may establish.*

## Compulsory Education Law

Title 16

SECTION 1, **Short title.**—This chapter shall be known as the compulsory education law.

§ 2 **Definitions.**—When used in this act, the term school authorities means the trustees or board of education or corresponding officers, whether one or more and by whatever name known, of a city, union free school district, common school district, or school district created by special law; the term persons in parental relation to a child, includes the parents, guardians or other persons, whether one or more, lawfully having the care, custody or control of such child. A child under sixteen years of age required by the persons in parental relation to such a child, to attend upon lawful instruction at a school or elsewhere, upon which such child is entitled to attend, is lawfully required to attend such school. A child between eight and sixteen years of age, who is required by law to attend upon instruction, and is required by the persons in parental relation to such child, to attend upon lawful instruction at school or elsewhere, upon which such child is entitled to attend, is lawfully required to attend upon such instruction, and if not required by the persons in parental relation to such child to attend upon any instruction, is lawfully required to attend a public school.

§ 3 **Required attendance upon instruction.**—Every child between eight and sixteen years of age, in proper physical and mental condition to attend school, shall regularly attend upon instruction at a school in which at least the common school branches of reading, spelling, writing, arithmetic, English grammar and geography are taught, or upon equivalent instruction by a competent teacher elsewhere than at a school, as follows: Every such child between fourteen and sixteen years of age, not regularly and lawfully engaged in any useful employment or service, and every such child between eight and twelve years of age, shall so attend upon instruction as many days annually, during the period between the first day of October and the following June, as the public school of the district or city in which such child resides, shall be in session during the same period. Every child between twelve and fourteen years of age in proper physical and mental condition to attend school, shall attend upon instruction during the school year then current, at least eighty secular days of actual attendance, which shall be consecutive except for holidays, vacations and detentions by sickness, which holidays, vacations and detentions shall not be counted as a part of such eighty days, and such child shall, in addition to the said eighty days, attend upon instruction when not regularly and lawfully engaged in useful employment or service. If any such child shall so attend upon instruction elsewhere than at a public school, such instruction shall be at least substantially equivalent to the instruction given to children of like age at the public school of the city or district in which such child resides; and such attendance shall be for at least as many hours of each day thereof, as are required of children of like age at public schools; and no greater total amount of holidays and vacations shall be deducted from such attendance during the period such attendance is required, than is allowed in such public schools to children of like age. Occasional absences from such attendance, not amounting to irregular attendance in the fair meaning of the term, shall be allowed upon such excuses only as would be allowed in like cases by the general rules and practice of such public schools.

§ 4 **Duties of persons in parental relation to children.**—Every person in parental relation to a child between eight and sixteen years of age in proper physical and mental condition to attend school, shall cause such child to so attend upon instruction or shall present to the school authorities of his city or district proof by affidavit that he is unable to compel such child to



attend. A violation of this section shall be a misdemeanor, punishable for the first offense by a fine not exceeding five dollars, and for each subsequent offense by a fine not exceeding fifty dollars or by imprisonment not exceeding thirty days or by both such fine and imprisonment. Courts of special sessions shall, subject to removal as provided in sections fifty-seven and fifty-eight of the code of criminal procedure, have exclusive jurisdiction, in the first instance, to hear, try and determine charges of violations of this section within their respective jurisdictions.

§ 5 **Persons employing children unlawfully to be fined.**—It shall be unlawful for any person, firm or corporation to employ any child between the ages of eight and twelve years in any business or service whatever, during any part of the term during which the public schools of the district in which the child resides, are in session; or to employ any child between twelve and fourteen years of age who does not, at the time of such employment, present a certificate signed by the superintendent of schools of the city or district in which the child resides, or, where there is no superintendent, by such other officer as the school authorities may designate, certifying that such child has complied with the law relating to attendance at school during the school year between September and July, then current; and any person who shall employ any child contrary to the provisions of this section shall, for each offense, forfeit and pay to the treasurer of the city or village or to the supervisor of the town in which such offense shall occur, a penalty of fifty dollars, the same, when paid, to be added to the public school moneys of the city, village or district in which the offense occurred.

§ 6 **Teachers' records of attendance.**—An accurate record of the attendance of all children between eight and sixteen years of age shall be kept by the teacher of every school, showing each day by the year, month, day of the month and day of the week, such attendance, and the number of hours in each day thereof; and each teacher upon whose instruction any such child shall attend elsewhere than at a school, shall keep a like record of such attendance. Such records shall, at all times, be open to the attendance officers or other persons duly authorized by the school authorities of the city or district, who may inspect or copy the same; and every such teacher shall fully answer all inquiries lawfully made by such authorities, inspectors or other persons, and a wilful neglect or refusal so to answer any such inquiry shall be a misdemeanor.

§ 7 **Attendance officers.**—The school authorities of each city, union free school district, or common school district whose limits include in whole or in part an incorporated village, shall appoint and may remove at pleasure one or more attendance officers of such city or district, and shall fix their compensation and may prescribe their duties not inconsistent with this act, and may make rules and regulations for the performance thereof; and the superintendent of schools of such city or school district shall supervise the enforcement of this act within such city or school district; and the town board of each town shall appoint one or more attendance officers whose jurisdiction shall extend over all school districts in said town, not by this section otherwise provided for, and shall fix their compensation which shall be a town charge; and such attendance officers appointed by said board shall be removable at the pleasure of the school commissioner in whose commissioner's district such town is situated.

§ 8 **Arrest of truants.**—The attendance officer may arrest without warrant any child between eight and sixteen years of age, found away from his home, and who then is a truant from instruction, upon which he is lawfully required to attend within the city or district of such attendance officer. He shall forthwith deliver a child so arrested either to the custody of a person in parental relation to the child, or of a teacher from whom such child is then a truant, or, in case of habitual and incorrigible truants, shall bring them before a police magistrate for commitment by him to a truant school as provided for in the next section. The attendance officer shall promptly report such arrest and the disposition made by him of such child, to the school authorities of the said city, village or district where such child is lawfully required to attend upon instruction or to such person as they may direct.

§ 9 **Truant schools.**—The school authorities of any city or school district may establish schools, or set apart separate rooms in public school buildings, for children between eight and sixteen years of age, who are habitual truants from instruction upon which they are lawfully required to attend, or who are insubordinate or disorderly during their attendance upon such instruction, or irregular in such attendance. Such school or room shall be known as a truant school; but no person convicted of crimes or misdemeanors, other than truancy, shall be committed thereto. Such authorities may provide for the confinement, maintenance and instruction of such children in such schools; and they or the superintendent of schools in any city or school district may, after reasonable notice to such child and the persons in parental relation to such child, and an opportunity for them to be heard, and with the consent in writing of the persons in parental relation to such child, order such child to attend such school or to be confined and maintained therein for such period and under such rules and regulations as such authorities may prescribe, not exceeding the remainder of the school year, or may order such child to be confined and maintained during such period in any private school, orphans' home or similar institution controlled by persons of the same religious faith as the persons in parental relation to such child, and which is willing and able to receive, confine and maintain such child, upon such terms as to compensation as may be agreed upon between such authorities and such private school, orphans' home or similar institution. If the persons in parental relation to such child shall not consent to either such order, such conduct of the child shall be deemed disorderly conduct, and the child may be proceeded against as a disorderly person, and upon conviction thereof, if the child was lawfully required to attend a public school, the child shall be sentenced to be confined and maintained in such truant school for the remainder of the current school year; or if such child was lawfully required to attend upon instruction otherwise than at a public school, the child may be sentenced to be confined and maintained for the balance of such school year, in such private school, orphans' home or other similar institution, if there be one, controlled by persons of the same religious faith as the persons in parental relation to such child, which is willing and able to receive, confine and maintain such child for a reasonable compensation. Such confinement shall be conducted with a view to the improvement, and to the restoration, as soon as practicable, of such child to the institution elsewhere, upon which he may be lawfully required to attend. The authorities committing any such child and in cities and villages the superintendent of schools therein shall have authority in their discretion to parole at any time any truant so committed by them. Every child suspended from attendance upon instruction by the authorities in charge of furnishing such instruction, for more than one week, shall be required to attend such truant school during the period of such suspension. The school authorities of any city or school district, not having a truant school, may contract with any other city or district having a truant school, for the confinement, maintenance and instruction therein of children whom such school authorities might require to attend a truant school, if there were one in their own city or district. Industrial training shall be furnished in every such truant school. The expense attending the commitment and costs of maintenance of any truant residing in any city or village employing a superintendent of schools shall be a charge against such city or village, and in all other cases shall be a county charge.

§ 10 **Withholding the State moneys by State superintendent.**—The State Superintendent of Public Instruction may withhold one-half of all public school moneys from any city or district, which, in his judgment, willfully omits and refuses to enforce the provisions of this act, after due notice, so often and so long as such willful omission and refusal shall, in his judgment, continue; but whenever the provisions of this act have been complied with, all moneys so withheld shall be paid over by said State superintendent to such city or district. The said State superintendent is hereby authorized and empowered to employ such assistants as he may deem necessary to properly carry this act into effect. He may remove such assistants from time to time and appoint their successors. He shall fix their salaries, and under his direction such assistants shall investigate the extent to which this act is complied with in the cities and school districts of the State, and make such reports, and perform such other duties as the said superintendent shall determine. Such assistants shall be paid, in addition to their salaries, their necessary traveling and other expenses incurred in the discharge of their official duties, to be audited by the State superintendent. The sum of twelve thousand dollars is hereby appropriated out of any moneys in the treasury not otherwise appropriated, for the purpose of carrying out the provisions of this act, including payment of salaries, expenses, and blanks, to be paid upon the warrant of the comptroller on the order of the State Superintendent of Public Instruction.

## Summer Institutes

### Section 9, Title 10

§ 9 **There shall be annually appropriated out of the free school fund the sum of six thousand dollars for the establishment and maintenance of summer institutes in accordance with the provisions of this section.** It shall be the duty of the Superintendent of Public Instruction to establish and maintain three summer institutes having a course of at least three weeks' duration for the training and instruction of teachers for the common schools of the State, to be located at three convenient and accessible points therein to be selected by him. Such institute shall be supplied with proper instructors, to be appointed by the State Superintendent for that purpose, utilizing so far as practicable those who are employed as institute conductors. Admission to said institutes and all the advantages thereof, shall be free to all teachers of the State and those preparing for teaching therein. The Superintendent of Public Instruction shall establish such regulations for the government of such summer institutes as he may deem best, and may establish regulations in regard to examinations thereat and certificates of qualification to be issued to graduates therefrom as shall, in his judgment, best furnish incentives and encouragement to teachers to attend such institutes. The conductor in charge of such institutes shall transmit to the Superintendent of Public Instruction at the close thereof, in such form and at such time as the superintendent shall prescribe, a full report of such institute, including a list of all the teachers in attendance, the number of days attended by each teacher, together with such other statistical information as the superintendent may require. He shall present a full statement of all the expenses incurred by him in carrying on the institute, with vouchers for all expenditures made, accompanying the same by an affidavit of the correctness of the statements made and accounts presented. The sum of six thousand dollars is hereby appropriated out of the free school fund for the purposes of carrying out the provisions of this act.

## To Encourage and Promote the Professional Training of Teachers

### Chapter 1031, Laws of 1895

SECTION 1 The board of education or the public school authorities of any city, or of any village employing a superintendent of schools, may establish, maintain, direct and control one or more schools or classes for the professional instruction and training of teachers in the principles of education and in the method of instruction for not less than thirty-eight weeks in each school year.

§ 2 Towards the maintenance and support of these schools and classes established pursuant to this act, or heretofore established and maintained for similar purposes, and whose requirements for admission, and whose course of studies are made with the approval of the State Superintendent of Public Instruction, and under whose direction such classes shall be conducted, the said superintendent is hereby authorized and directed in each year to set apart, to apportion and to pay from the free school fund one dollar for each week of instruction of each pupil, and the sum of forty thousand dollars is hereby appropriated to carry out the provisions of this act until the close of the school year eighteen hundred and ninety-seven. Such apportionment and payment shall be made upon the report of the local superintendent of schools filed with the State Superintendent of Public Instruction, who shall draw his warrant upon the State treasurer for the amount apportioned.

§ 3 If the total sum to be apportioned and to be paid, as provided by section two of this act, shall in any one year exceed the said sum of one hundred thousand dollars, the said State Superintendent of Public Instruction shall apportion to each school and each class its pro rata of said sum upon the basis described in section two of this act.

§ 4 After January first, eighteen hundred and ninety-seven, no person shall be employed or licensed to teach in the primary and grammar schools of any city authorized by law to employ a superintendent of schools, who has not had successful experience in teaching for at least three years, or, in lieu thereof, has not completed a three years' course in, and graduated from a high school or academy having a course of study of not less than three years, approved by the State Superintendent of Public Instruction, or from some institution of learning of equal or higher rank, approved by the same authority, and who, subsequently to such graduation, has not graduated from a school or class for the professional training of teachers, having a course of study of not less than thirty-eight weeks, approved by the State Superintendent of Public Instruction. Nothing in this act shall be construed to restrict any board of education of any city from requiring such additional qualifications of teachers as said board may determine; nor shall the provisions of this act preclude the board of education of any city or village from accepting the diploma of any State normal and training school of the State of New York, or a State certificate obtained on examination, as an equivalent for the preparation in scholarship and professional training herein required.



# To Trustees and other School Officers

Your attention is specially called to some of the provisions of law, briefly stated herein, as follows:

## School Year

The school year begins on August first, and ends on July thirty-first, next following.

## Annual Report

Trustees must make their annual report to school commissioners on the first day of August in each year for the year ending on July thirty-first preceding, and sign and certify to the same and deliver it to the clerk of the town in which the schoolhouse is situated, on the first day of August. (See Section 59, Title 7, of Consolidated School Law). The annual meeting of each school district (except districts organized under special acts where the time for the annual meetings is designated in said acts, and union free school districts whose limits correspond with those of an incorporated village or city, and in cities) shall be held on the FIRST TUESDAY OF AUGUST IN EACH YEAR, and, unless the hour and place thereof shall have been fixed by a vote of a previous district meeting, the same shall be held in the schoolhouse at 7.30 o'clock in the evening. (See Section 8, Title 7, Consolidated School Law.)

## Annual Meeting

A special district meeting shall be held whenever called by trustees, and the notice thereof shall state the purposes for which it is called, and no business shall be transacted at such special meeting except that specified in the notice. (See Section 6, Title 7, Consolidated School Law.)

## Special Meetings

The district clerk, or, if the office be vacant, or he be sick or absent, or shall refuse to act, a trustee or some taxable inhabitant, by order of the trustees, shall serve the notice upon each inhabitant of the district qualified to vote at district meetings, at least five days before the day of meeting, by reading the notice in his or her hearing, or in case of his or her absence from home, by leaving a copy thereof, or so much thereof as relates to the time, place and object of the meeting, at the place of his or her abode, at least six days before the time of the meeting. (See Sections 6 and 2, Title 7, Consolidated School Law.)

The following is a form of notice of special meetings:

## SCHOOL MEETING

A Special Meeting of the inhabitants of School District No. .... Town of. .... qualified to vote at School Meetings in said district, will be held at the schoolhouse in said district on the ..... day of ..... at ..... o'clock A. M. or P. M. for the purpose of (here state the purpose or purposes for which the meeting is called).

Dated.....

A. B.

Trustee or Trustees of the District

Persons having one or more of the following named qualifications, and no other persons shall be entitled to vote at any school district meeting, for all school officers, and upon all matters which may be brought before said meeting:

## Qualifications of Voters

Every person of full age residing in any school district and who has resided therein for a period of thirty days next preceding any annual or special meeting held therein, and a citizen of the United States, who owns or hires, or is in the possession, under a contract of purchase, of real property in such school district liable to taxation for school purposes; and every such resident of such district, who is a citizen of the United States, of twenty-one years of age, and is the parent of a child or children of school age, some one or more of whom shall have attended the district school in said district for a period of at least eight weeks within one year preceding such school meeting; and every such person not being the parent, who shall have permanently residing with him or her a child or children of school age, some one or more of whom shall have attended the district school in said district for a period of at least eight weeks within one year preceding such school meeting; and every such resident and citizen as aforesaid, who owns any personal property, assessed on the last preceding assessment-roll of the town, exceeding fifty dollars in value, exclusive of such as is exempt from execution. No person shall be deemed to be ineligible to vote at any such school district meeting, by reason of sex, who has one or more of the other qualifications aforesaid. (See Section 11, Title 7, Consolidated School Law.)

## Challenges

Any legal voter at a district meeting may challenge any person offering to vote at such meeting as unqualified, and, unless the challenge is withdrawn, the chairman at such meeting shall require the person so offering to make the following declaration: "I do declare and affirm that I am, and have been for the thirty days last past, an actual resident of this school district, and that I am qualified to vote at this meeting." Every person making such declaration shall be permitted to vote on all questions proposed at such meeting; but if any person shall refuse to make such declaration, his or her vote shall be rejected. (See Section 12, Title 7, Consolidated School Law.)

Any person who shall willfully make a false declaration, after his or her right to vote has been challenged, shall be deemed guilty of a misdemeanor; and any person not qualified to vote at any such meeting, who shall vote thereat, shall thereby forfeit five dollars, to be sued for by the supervisor for the benefit of the common schools of the town. (See Section 13, Title 7, Consolidated School Law.)

## Powers of Meeting

The inhabitants entitled to vote, when duly assembled in any district meeting, shall have power, by a majority of the votes of those present and voting: 1. To appoint a chairman for the time being; 2. If the district clerk be absent to appoint a clerk for the time; 3. To adjourn from time to time as occasion may require. (See Section 14, Title 7, Consolidated School Law.) When the legal voters of a district have assembled at the annual meeting, or a special meeting duly called, the trustee, or any one of the trustees, or the district clerk, or any legal voter of the district, may call the meeting to order, and thereupon said meeting may elect in such manner as such meeting may determine, any legal voter of the district as chairman, and, if the district clerk be absent, elect another legal voter as clerk for the time.

At the annual meeting, after its organization, the trustees of the district should present to the meeting their report in writing, signed by them, as required by section 55, title 7, of the Consolidated School Law, and the collector should present his report in writing, signed by him, as required by section 86, title 7, of the Consolidated School Law.

## Reports of Officers

The officers of a school district are, one or three trustees as the district may determine under the provisions of section 26, title 7, of the Consolidated School Law, a district clerk; and when a district shall so determine under the provisions of subdivision 5 of section 14, title 7, of the School Law, a treasurer; and a district collector. Under section 2, of title 13, of the Consolidated School Law, the school library is made a part of the school equipment of the district, and the trustees shall appoint a teacher of the school as librarian, who, with the trustees shall be responsible for the safety and proper care of the books.

## Officers and Librarian

Every district officer must be a resident of his district and qualified to vote at its meetings. No person shall be eligible to hold any school district office who cannot read and write. A person to be eligible to the office of treasurer must also be a taxable inhabitant of said district. (See Subd. 5, Section 14, and Section 23, Title 7, Consolidated School Law.)

## Qualifications of Officers and Length of Term

No school commissioner or supervisor is eligible to the office of trustee, and no trustee can hold the office of district clerk, collector, treasurer or librarian. (See Section 22, Title 7, Consolidated School Law.)

No person can hold but one school district office at the same time, and any person holding a school district office, who shall be elected or appointed to and accepts such other district office, thereby vacates the said school district office theretofore held by him or her.

From one annual meeting to the next is a year within the meaning of the following provisions: The term of office of a sole trustee of a district is one year. The full term of a joint trustee is three years, but a joint trustee may be elected for one or two years, as herein provided. The term of office of all other district officers is one year. Every district officer shall hold his office, unless removed, during his term of office, and until his successor shall be elected or appointed. (See Section 24, Title 7, Consolidated School Law.) The terms of all officers elected at the first meeting of a newly created district shall expire on the first Tuesday of August, next thereafter. (See Section 25, Title 7, Consolidated School Law.)

On the first Tuesday of August next after the erection of a district, at its first annual meeting, the electors shall determine, by resolution, whether the district shall have one or three trustees; and if they resolve to have three trustees, shall elect the three for one, two and three years, respectively, and shall designate by their votes for which term each is elected; thereafter in such district, one trustee shall be elected at each annual meeting to fill the office of the outgoing trustee. The electors of any district having three trustees, shall have power to decide by resolution, at any annual meeting, whether the district shall have a sole trustee or three trustees, and if they resolve to have a sole trustee, the trustee or trustees in office shall continue in office until their term or terms of office shall expire, and no election of a trustee shall be had in the district until the offices of such trustee or trustees shall become vacant by the expiration of their terms of office or otherwise, and thereafter but one trustee shall be elected for said district, until the electors of a district having decided to have but one trustee shall determine at an annual meeting, by a two-thirds vote of the legal voters present thereat, to have three trustees; in which case they shall, upon the adoption of such resolution, proceed to elect three trustees or such number as may be necessary to form a board of three trustees, in the same manner as provided in this section for the election of three trustees at the first annual meeting after the erection of a district; and thereafter in such district, one trustee shall be elected for three years, at each annual meeting, to fill the office of the outgoing trustee. (See Section 26, Title 7, Consolidated School Law.)

## Three Trustees

At elections of school district officers, whether the same is held at the annual meeting or any special meeting, the trustees shall provide a suitable ballot box. Two inspectors of election shall be appointed in such manner as the meeting may determine, who shall receive the votes cast, and canvass the same, and announce the result of the ballot to the chairman. A poll-list containing the name of every person whose vote shall be received shall be kept by the district clerk, or the clerk for the time of the meeting. The ballots shall be written or printed, or partly written and partly printed, containing the name of the person voted for and designating the office for which each is voted for. The chairman shall declare to the meeting the result of each ballot, as announced to him by the inspectors, and the persons having the majority of votes, respectively, for the several offices, shall be elected. (See Subd. 4, Section 14, Title 7, Consolidated School Law.)

## Election by Ballot

In school districts in which the number of children of school age exceeds three hundred, as shown by the last annual report of the trustees to the school commissioner, except school districts in the counties of Suffolk, Chenango, Warren, Erie and St. Lawrence, and school districts organized under special acts of the legislature, in which the manner and form of the election of district officers shall be different from that prescribed for such election in common school districts, and in union free school districts whose limits correspond with those of a city or incorporated village, the qualified voters of any such district, at any annual meeting thereof, may by the vote of a majority of those present and voting, to be ascertained by taking and recording the ayes and noes, determine that the election of officers of said district shall be held on the Wednesday next following the day designated by law for holding the annual meeting of said district. Until such determination shall be changed, such election shall be held on the Wednesday next following the day on which such annual meeting of such district shall be held in each year, between the hours of twelve o'clock noon and four o'clock in the afternoon, at the principal schoolhouse in the district, or such other suitable place as the trustees may designate. When the place of holding such election is other than at the principal schoolhouse, the trustees shall give notice thereof by the publication of such notice, at least, one week before the time of holding such election, in some newspaper published in the district, or by posting the same in five conspicuous places in the district. The trustees may, by resolution, extend the time of holding the election from four o'clock until sunset. Said election shall be conducted in the manner set forth in section 15, title 7, of the Consolidated School Law. (See Section 15, Title 7, Consolidated School Law.)

## In Districts having 300 or more pupils

It shall be the duty of the district clerk, or of any person who shall act as clerk at any district meeting, when any officer shall be elected, forthwith to give the person elected notice thereof in writing; and such person shall be deemed to have accepted the office, unless, within five days after the service of such notice, he shall file his written refusal with the clerk. The presence of any such person at the meeting which elects him to office, shall be deemed a sufficient notice to him of his election. (See Section 27, Title 7, Consolidated School Law.)

## Acceptance



Collector's Bond	The collector or treasurer vacates his office by not executing a bond to the trustee or trustees, and the trustee or trustees may supply the vacancy. (See Section 28, Title 7, Consolidated School Law.)	
Vacancies	In case the office of trustee shall be vacated by his death, refusal to serve, incapacity, removal from the district, or by his being removed from the office, or in any other manner, and the vacancy be not supplied by a district meeting within one month thereafter, the school commissioner of the commissioner district, within which the schoolhouse or principal schoolhouse of the district is situated, may, by a writing, under his hand, appoint a competent person to fill it. If such vacancy is supplied by a district meeting, it shall be for the balance of the unexpired term; but when such vacancy is supplied by appointment by a school commissioner it shall be only until the next annual meeting of the district. (See Section 29, Title 7, Consolidated School Law.)	
Other Vacancies	A trustee who publicly declares that he will not accept or serve in the office of trustee, or who refuses or neglects to attend three consecutive meetings of the board, of which he is duly notified, without rendering a good and valid excuse therefor to the other trustees, or trustee, where there are but two, vacates his office by refusal to serve. (See Section 30, Title 7, Consolidated School Law.)	
Taxes to be voted by ballot	Any vacancy in the office of district clerk, treasurer or collector, may be supplied by appointment under the hands of the trustee or trustees of the district, or a majority of them, and the appointees shall hold their respective offices until the next annual meeting of the district, or until others are elected and take their places. Appointments to fill vacancies shall be forthwith filed by the commissioner or trustees making them in the office of the district clerk, who shall immediately give notice of such appointments to the persons appointed. (See Sections 31 and 32, Title 7, Consolidated School Law.)	
Plans for Buildings	Special attention is called to Subdivision 18 of Section 14 of Title 7 of the Consolidated School Law, relating to the manner of voting upon propositions involving the expenditure of money or authorizing the levy of a tax or taxes, as follows: Subdivision 18. <i>In all propositions arising at said district meetings, involving the expenditure of money, or authorizing the levy of a tax or taxes, the vote thereon shall be by ballot, or ascertained by taking and recording the ayes and noes of such qualified voters attending and voting at such district meetings.</i>	
Powers of one or three Trustees	No schoolhouse shall be built in any school district of this State until the plan of ventilating, heating and lighting such schoolhouse shall be approved in writing by the school commissioner in whose district the schoolhouse is to be built. (See Section 17, Title 7, Consolidated School Law.) When a school district meeting shall have voted a tax for the building of a schoolhouse, or an addition to a schoolhouse, said tax to be raised by installments, the payment or collection of the last installments shall not be extended beyond twenty years from the time such vote was taken. (See Sections 17 and 18, Title 7, Consolidated School Law.) The trustee or trustees of every school district, whether there is one, or are three trustees, shall constitute a board for each of said districts respectively, and each of said boards are severally created bodies corporate. (See Section 42, Title 7, Consolidated School Law.)	
Janitor	A board consisting of a sole trustee of the district shall have all the powers, and be subject to all the duties, liabilities and penalties conferred and imposed by law upon or against a board of three trustees or any trustee or trustees, or the majority of the trustees of said board having three trustees of a district. (See Section 44, Title 7, Consolidated School Law.)	
Branch Schools	The trustee or trustees of a district compose a board, and every power committed to said trustees by this act must be exercised by the board. The board must meet for the transaction of business in accordance with notice of time and place. In a board composed of three trustees, when two only meet to deliberate upon any matter or matters, and the third, if notified, does not attend, or the three meet and deliberate thereon, the conclusion of two upon the matter, and their order, act or proceeding in relation thereto, shall be as valid as though it were the conclusion, order, act or proceeding of the three; and a recital of the two in their minute of the conclusion, act or proceeding, or in their order, act or proceeding of the fact of such notice, or of such meeting and deliberation, shall be conclusive evidence thereof. A meeting of the board may be ordered by any member thereof, by giving not less than twenty-four hours' notice of the same. (See Section 45, Title 7, Consolidated School Law.)	
	When, in a board consisting of three trustees, a vacancy in the office of trustee shall occur, the first act of the board, after such vacancy occurs, shall be to call a special meeting of the district to supply such vacancy. (See Section 46, Title 7, Consolidated School Law.) The trustee or trustees of each school district shall keep each of the schoolhouses under his or their charge, and its furniture, school apparatus and appendages, in necessary and proper repair, and make the same reasonably comfortable for use; but not at an expense of exceeding fifty dollars in any one year, except by a vote of the district. He or they shall provide fuel, stoves or other heating apparatus, pails, brooms and other implements necessary to keep the schoolhouse or houses and the school room or rooms clean, and make them reasonably comfortable for use, when no provision has been made therefor by a vote of the district, or the sum voted by the district for said purposes shall have proved insufficient. Said trustee or trustees shall also provide or building fires and cleaning the schoolroom or rooms, and for janitor work generally in or about the schoolhouse or houses, and pay for such service such reasonable sum as may be agreed upon therefor. Whenever it shall be necessary for the due accommodation of the children of a district who, in any considerable number, reside in portions of the district remote from the schoolhouse, thereby rendering it difficult for them in inclement weather and in winter season to attend school in such schoolhouses; or by reason of the rooms in the schoolhouse or houses being overcrowded, or for any other sufficient reason, such due accommodation	
	of said children cannot be made in said schoolhouse or houses, the trustee or trustees of said district shall establish temporary or branch school or schools in such place or places in the district as shall best accommodate such children. (See Section 50, Title 7, Consolidated School Law.)	
	The trustee or trustees of every school district shall have power to establish rules for the government and discipline of the schools in their respective districts; and to prescribe the course of studies to be pursued in such schools. Provision shall be made for instructing pupils in all schools supported by public money, or under state control, in physiology and hygiene, with special reference to the effect of alcoholic drinks, stimulants and narcotics upon the human system. (See Subd. 11, Section 47, Title 7, Consolidated School Law.)	
	A district collector must execute a bond before a tax list and warrant can be delivered to him. If he fails to execute such bond he vacates his office. (See Section 80, Title 7, Consolidated School Law.)	Treasurer and Collector
	In school districts that do not elect a treasurer, or those within the limits of any city or incorporated village, the trustee or trustees, when they shall deem it for the best interests of the district to have the collector disburse to teachers the money apportioned for teachers' wages, shall so direct by resolution to be entered in the minutes of their proceedings, and thereupon the said collector, before receiving any such money for such purpose, shall execute a bond to the trustees, with two or more sureties, in double the amount of the last apportionment, with like condition of sureties, approval of trustees, and amount and like directions as to filing as are required for a bond for the collection of taxes, and conditioned also for the due and faithful execution of the duties of his office as such disbursing agent. In districts in which a treasurer shall be elected the collector shall not receive or disburse any of the money apportioned by the state for teachers' wages, but the same shall be paid by the supervisor to such treasurer. (See Section 80, Title 7, Consolidated School Law.)	
	The warrant to the collector may be renewed by the trustee or trustees, and whenever more than one renewal becomes necessary they may make such further renewals, with the written approval of the supervisor of the town in which the district is located, to be endorsed upon the warrant. (See Section 83, Title 7, Consolidated School Law.) Whenever any sum or sums of money payable by any person or persons named in such tax-list, shall not be paid by such person or persons, or collected by such warrant within the time therein limited, or the time limited by any renewal of such warrant; or in case the property assessed be real estate belonging to an incorporated company, and no goods or chattels can be found whereon to levy the tax, the trustee or trustees may sue for and recover the same in their name of office. (See Section 85, Title 7, Consolidated School Law.) The collector shall keep in his possession all moneys received or collected by him by virtue of any warrant, or received by him from the county treasurer or board of supervisors for taxes returned as unpaid, or moneys apportioned by the state or raised by direct taxation for teachers' wages or library, to be by him paid out upon the written order of a majority of the trustees; said collector, when a treasurer shall have been elected in his district, shall pay over the moneys collected by him by virtue of his warrant, to said treasurer as provided in this title; and he shall report in writing, at the annual meeting, all his collections, receipts and disbursements, and shall report to the supervisor on or before the first Tuesday of March in each year the amounts of school moneys in his hands not paid out on trustees' orders, and shall pay over to his successor in office, when he has duly qualified and given bail, all moneys in his hands belonging to the district. (See Section 86, Title 7, Consolidated School Law.)	Renewal of Warrants
	When a treasurer of any school district shall have been elected under and pursuant to the provisions of Subdivision 5 of Section 14 of Title 7 of the Consolidated School Law, such treasurer shall be the custodian of all moneys belonging to the district from whatever source derived, and it is hereby made the duty of the trustee or trustees of such district to pay to such treasurer any and all moneys that may come into his or their hands belonging to such district derived from sales of personal or real property of the district, from insurance policies, from bonds of the district issued and sold by him or them, or from any other source whatsoever. The collector of such district shall pay over to such treasurer all moneys collected by him under and by virtue of any tax-list and warrant issued and delivered to him. Such treasurer is hereby authorized and empowered to demand and receive from the supervisor of the town in which such school district is situated all public money apportioned to said district. It shall be the duty of such treasurer within ten days after notice of his election to execute and deliver to the trustee or trustees of such district, his bond in such sum as shall have been fixed by a district meeting or as such trustee or trustees shall require, with at least two sureties to be approved by such trustee or trustees, conditioned to faithfully discharge the duties of his office, and to well and truly account for all moneys received by him, and to pay over any sum or sums of money remaining in his hands to his successor in office. Such bond when so executed and approved in writing by such trustee or trustees shall be filed with the district clerk. No moneys shall be paid out or disbursed by such treasurer except upon the written orders of a sole trustee, or a majority of the trustees. Such treasurer shall, whenever required by such trustee or trustees, report to him or them a detailed statement of the moneys received by him, and his disbursements, and at the annual meeting of such district he shall render a full account of all moneys received by him and from what source, and when received, and all disbursements made by him and to whom and the dates of disbursements respectively, and the balance of moneys remaining in his hands. (See Section 85, Title 7, Consolidated School Law.)	Treasurer of District
	The records, books and papers belonging or appertaining to the office of the clerk of any school district, as in section 34, title 7, mentioned, are hereby declared to be the property of said school district respectively, and shall be open for inspection by any qualified voter of the district at all reasonable hours, and any such voter may make copies thereof. (See Subd. 11, Section 34, Title 7, Consolidated School Law.)	Records



# The Attention of Trustees and Teachers is Particularly Directed to the Following Provisions of the Consolidated School Law

**1 The term (for which school must be taught to entitle the district to public money) shall be one hundred and sixty days of school, inclusive of legal holidays, that may occur during the term of said schools, and exclusive of Saturdays. No Saturdays shall be counted as part of said one hundred and sixty days of school, and no school shall be in session on a legal holiday. A deficiency not exceeding three weeks during the year, caused by a teacher's attendance upon a teacher's institute within the county, shall be excused. The deficiency, not exceeding three weeks, referred to in title 2, § 6, cannot be excused, except in cases where "the trustees' report shows that the trustees have given the teacher or teachers the time of such absence, and have not deducted anything from his or their wages on account thereof."—Title 2, Section 6, and Title 10, Section 5.**

**2 All schools in school districts and parts of school districts within any school commissioner district wherein an institute is held, not included within the boundaries of an incorporated city, or certain union free school districts, named in Section 4, of Title 10, of the Consolidated School Law of 1894, shall be closed during the time such institute shall be in session; and such closure of the school during such institute, at which a teacher has attended, shall not work a forfeiture of the contract under which such teacher was employed. Trustees of every school district are directed to give the teacher or teachers employed by them, the whole of the time spent by them at an institute or institutes held as aforesaid, without deducting anything from the wages of such teacher or teachers for the time so spent; and all teachers under a contract to teach in any School Commissioner district shall attend such institute so held for that district, and shall receive wages for such attendance.—Title 10, Section 4.**

**3 Willful failure on the part of a teacher to attend a teacher's institute as required, shall be considered sufficient cause for the revocation of such teacher's license, and a willful failure on the part of trustees to close their schools during the holding of an institute as required, shall be considered sufficient cause for withholding the public moneys to which such districts would otherwise be entitled. Any person under contract to teach in a school in any commissioner district is required to attend an institute, if held for that district, even though at the time the school is not in session, and shall be entitled to receive wages for such attendance.—Title 10, Section 6.**

**4 It is the duty of trustees, and they have the power, to employ all teachers in the district schools, who are qualified under the Consolidated School Law. (See Subd. 9, Section 47, Title 7.) No teacher is qualified who does not possess an unannulled diploma granted by a State Normal School, or an unrevoked certificate of qualification given by the Superintendent of Public Instruction, or an unexpired certificate of qualification given by the School Commissioner, within whose district such teacher is employed. No person shall be deemed to be qualified who is under the age of eighteen years. (See Section 38, Article 5, Title 7, as amended by Chapter 264, Laws of 1896.) Nor shall any trustee or trustees contract with any teacher whose certificate of qualification shall not cover a period at least as long as that covered by the contract of service. (Subd. 9, Section 47, Title 7, as amended by Chap. 264, Laws of 1896.) Trustees in employing teachers should require to be exhibited to them, by the person seeking employment, the diploma or certificate by which they claim authority to teach.**

**5 No part of the school moneys apportioned to a district can be applied or permitted to be applied to the payment of wages of an unqualified teacher; nor can his or her wages, or any part of them, be collected by a district tax.—Section 39, Article 5, Title 7.**

**6 Any trustee who applies, or directs, or consents to the application of any such money to the payment of an unqualified teacher's wages, thereby commits a misdemeanor; and any fine imposed upon him therefor shall be for the benefit of the common schools of the district.—Section 40, Article 5, Title 7.**

**7 The pay of any teacher employed shall be due and payable at least as often as the end of each calendar month of the term of employment.—Section 18, Title 15.**

**8 Trustees shall make and deliver to teachers employed by them a contract in writing.—Section 17, Title 15, as amended by Chap. 264, Laws of 1896. (See blanks on pages 9 and 11 of Register.)**

**9 It is a misdemeanor, and is punishable as such, for trustees to give an order upon either a supervisor, treasurer or collector for teachers wages, unless there shall be funds in the hands of such officer sufficient to meet the order.—Subd. 15, Section 47, Title 7.**

**10 Trustees may collect by tax, an amount sufficient to pay the wages of teachers when not provided for by the district meeting, but not to exceed four months in advance.—Subd. 12, Section 47, Title 7.**

160 Days of School

Attendance at Institutes

Failure to Attend

To attend if School is not in Session

Qualified Teacher

Payment of Unqualified Teacher

Pay Teacher Monthly

Contract

Giving an Order

Levy of Tax for Wages



# DIRECTIONS TO TRUSTEES

1 Before delivering this Register to the Teacher, the Trustees or District Clerk will please fill the following blank for the current school year, beginning with August 1, 1900 and ending with July 31, 1901. The facts thus to be stated will furnish important information to the School Commissioner and other persons visiting the school

NAMES	WHEN ELECTED OR APPOINTED	TERMS OF OFFICE WILL EXPIRE	POST-OFFICE ADDRESS
Melvin TerBush <i>Trustee</i>	August 6, 1901.	August 5, 1902.	Claryville, N. Y.
<i>Trustee</i>			
<i>Trustee</i>			
Dubois Cole <i>Clerk</i>	August 6, 1901.	August 5, 1902.	Claryville, N. Y.
Smith Taylor <i>Collector</i>	August 6, 1901.	August 5, 1902.	Claryville, N. Y.
<i>Treasurer</i>			

2 The trustee must see that the teacher has made all entries and all footings required to be made by *Directions*, pages 16 and 21 of this Register, and also has made the affidavit required (direction 14, page 21), before signing any order for payment of teachers' wages. *A failure to observe this regulation renders the trustee personally liable for all sums so paid.*

3 When trustees have completed their annual reports, the register shall be deposited in the office of the district clerk, and shall there be preserved as a part of the permanent records of the district.

## FREE STATE SCHOLARSHIPS AT CORNELL UNIVERSITY

STATE OF NEW YORK

### Department of Public Instruction

Each county is entitled, under Title 12 of the Consolidated School Law, Chapter 556, Laws of 1894, to send, tuition free, each year to the Cornell University as many scholars as there are Assembly districts in the county. These State scholarships are awarded at a competitive examination, held at the court house in each county, upon the first Saturday in June of each year. Pupils to be eligible to compete for these scholarships must be at least sixteen years of age, and of six months' standing in the common schools or academies of the State during the year immediately preceding the examination they seek to enter. The President of Cornell University has designated the following subjects for the examination of 1902, viz.: English, History, Algebra, Plane Geometry, and either Latin, French, or German, at the option of the candidates.

The law provides that notice of these examinations shall be given in each school having pupils eligible thereto *prior to the 1st day of January* in each year. Teachers will therefore bring the matter to the attention of their schools at some time during the early part of the school year, holding the scholarships before pupils as prizes to be striven for, worthy of their best efforts and highest ambitions. Notices of the exact time and place, subjects, etc., will be published in the newspapers during the month prior to the examination. Full detailed information will be supplied upon application to the Department as the time for the examination approaches.

*Charles R. Kinner*  
State Superintendent



## TEACHER'S CONTRACT

SUBD. 10, SECTION 47, TITLE 7, CONSOLIDATED SCHOOL LAW

I \_\_\_\_\_ of \_\_\_\_\_  
county of \_\_\_\_\_ a duly qualified teacher, hereby contract  
with the board of trustees of District No. \_\_\_\_\_ town of \_\_\_\_\_  
county of \_\_\_\_\_ to teach the public school of said district for  
the term of \_\_\_\_\_ consecutive weeks, commencing \_\_\_\_\_ 190  
at a weekly compensation of \_\_\_\_\_ dollars and \_\_\_\_\_ cents payable at the end  
of each thirty days during the term of such employment.

And the board of trustees of said district hereby contract to employ said  
teacher for said period at the said rate of compensation, payable at the times  
herein stated.

Said board of trustees reserve the right to provide for a vacation or vaca-  
tions of not more than \_\_\_\_\_ weeks in the aggregate, during said term.

Dated \_\_\_\_\_ 190

Teacher

Trustees

This contract shall be executed in duplicate and one copy thereof given to the teacher and one  
retained by the board.

## TEACHER'S CONTRACT

SUBD. 10, SECTION 47, TITLE 7, CONSOLIDATED SCHOOL LAW

I \_\_\_\_\_ of \_\_\_\_\_  
county of \_\_\_\_\_ a duly qualified teacher, hereby contract  
with the board of trustees of District No. \_\_\_\_\_ town of \_\_\_\_\_  
county of \_\_\_\_\_ to teach the public school of said district for  
the term of \_\_\_\_\_ consecutive weeks, commencing \_\_\_\_\_ 190  
at a weekly compensation of \_\_\_\_\_ dollars and \_\_\_\_\_ cents payable at the end  
of each thirty days during the term of such employment.

And the board of trustees of said district hereby contract to employ said  
teacher for said period at the said rate of compensation, payable at the times  
herein stated.

Said board of trustees reserve the right to provide for a vacation or vaca-  
tions of not more than \_\_\_\_\_ weeks in the aggregate, during said term.

Dated \_\_\_\_\_ 190

Teacher

Trustees

This contract shall be executed in duplicate and one copy thereof given to the teacher and one  
retained by the board.

## TEACHER'S CONTRACT

SUBD. 10, SECTION 47, TITLE 7, CONSOLIDATED SCHOOL LAW

I \_\_\_\_\_ of \_\_\_\_\_  
county of \_\_\_\_\_ a duly qualified teacher, hereby contract  
with the board of trustees of District No. \_\_\_\_\_ town of \_\_\_\_\_  
county of \_\_\_\_\_ to teach the public school of said district for  
the term of \_\_\_\_\_ consecutive weeks, commencing \_\_\_\_\_ 190  
at a weekly compensation of \_\_\_\_\_ dollars and \_\_\_\_\_ cents payable at the end  
of each thirty days during the term of such employment.

And the board of trustees of said district hereby contract to employ said  
teacher for said period at the said rate of compensation, payable at the times  
herein stated.

Said board of trustees reserve the right to provide for a vacation or vaca-  
tions of not more than \_\_\_\_\_ weeks in the aggregate, during said term.

Dated \_\_\_\_\_ 190

Teacher

Trustees

This contract shall be executed in duplicate and one copy thereof given to the teacher and one  
retained by the board.

## TEACHER'S CONTRACT

SUBD. 10, SECTION 47, TITLE 7, CONSOLIDATED SCHOOL LAW

I \_\_\_\_\_ of \_\_\_\_\_  
county of \_\_\_\_\_ a duly qualified teacher, hereby contract  
with the board of trustees of District No. \_\_\_\_\_ town of \_\_\_\_\_  
county of \_\_\_\_\_ to teach the public school of said district for  
the term of \_\_\_\_\_ consecutive weeks, commencing \_\_\_\_\_ 190  
at a weekly compensation of \_\_\_\_\_ dollars and \_\_\_\_\_ cents payable at the end  
of each thirty days during the term of such employment.

And the board of trustees of said district hereby contract to employ said  
teacher for said period at the said rate of compensation, payable at the times  
herein stated.

Said board of trustees reserve the right to provide for a vacation or vaca-  
tions of not more than \_\_\_\_\_ weeks in the aggregate, during said term.

Dated \_\_\_\_\_ 190

Teacher

Trustees

This contract shall be executed in duplicate and one copy thereof given to the teacher and one  
retained by the board.



## TO THE TEACHER

EACH TEACHER on the FIRST DAY of his or her term is directed to fill out and MAIL to the SCHOOL COMMISSIONER of this District ONE of the attached blanks

*No. of District* ..... *Town* ..... *County* .....

*Teacher's Name* ..... *Present Address* ..... *Home Post-Office Address* .....

*Grade of Certificate* ..... *Who issued Certificate?* ..... *Date of Certificate* .....

*Experience in teaching (count two terms to the year)* .....

*Trustee's Name* ..... *Address* .....

*Term began* ..... *Length of Term* ..... *Wages* .....

(*Signature*) .....



## TEACHER'S STATEMENT

**Each Teacher must correctly fill up, so far as regards himself, the following Blanks**

Names of Teachers	Has he Taught in any other District in this State during this School Yr.?	By Whom Licensed	Date of License	Grade of License	Date of Commencement of Service	Date of Close of Service	Term of Service	Number of Days Actually Taught	Whole Amount of Wages Received	
							Days			
F Maude Lurvey	No	Geo. S. Woolery	Aug. 1 <sup>st</sup> , 1900	Second	Sept. 2.	May 7	160	148	\$	236
<b>Total, . .</b>									\$	

# REGISTER OF VISITORS

*The Teacher should exhibit the Register to all visitors, and turning to this page, request them to enter their names and the dates of their visits, and in case they omit to do so should make the entries*

Mrs. James Bailey, Sept. 3 <sup>rd</sup> 1901.	Frederic Bunting, Ellenville, N.Y. April 16/02.
Mrs. S. H. Krum, Liberty, N.Y. Sept. 26, 1901.	Franklin Anna Strauss, Yonkers 20 April 1902.
Miss Grayce Grant, Chazyville, N.Y. Sept. 26, 1901.	Frank Anna L. Gatz 20 April 1902
Miss Adah Anderson, Chazyville, N.Y. Oct. 4, 1901.	John M. Schoonmaker, School Commissioner,
Miss Maude Sagendorf, Ladleton, N.Y. Oct. 17, 1901.	April 28, 1902
Ollie May Sagendorf, Ladleton, N.Y. Oct. 23.	Carrie M. Leslie, April 25, 1902.
Miss Jossie Sagendorf Pine Hill Jan. 18	Mrs. Melvin Bush May 2, 1902
Mr. Preston Ackerley, January 20, 1902.	Sheldon Bush May 2, 1902
Mr. Bertie Ackerley, February 11, 1902	Mrs. James Bailey May 2, 1902
Mr. Corbin Crawford, March 3, 1902.	Virgil Leslie May 2, 1902.
Arthur Irwin March 17	
Ida Irwin April 2 <sup>nd</sup> 1902,	
Catharine Miller and Mattie Leslie.	
April 14 <sup>th</sup> , 1902.	



# DIRECTIONS TO TEACHERS

The difficulty of securing satisfactory and accurate statistical reports from the trustees of the several school districts of this State, has led me to change the method of securing these reports, and hereafter require them to be made out by the teacher instead of the trustee. Teachers will call the attention of trustees to this change and at the close of the term deposit with the trustee the report, which is to be detached from this register, and advise him that the same is to be carefully preserved and deposited with the town clerk on the first day of August, as a part of the annual report heretofore required to be made by him. Blanks for the trustees' financial report will be furnished them by the school commissioner in ample time to allow them to file their reports with the town clerk promptly on the date required by law. I trust that the teachers will exercise great care in making this report in order that the information asked for may be accurate and reliable. In order to aid teachers in doing this the following directions and explanations are offered:

Under question 1 in the blanks ruled for that purpose the names of all the teachers employed in the school during the school year must appear, together with the data called for by the headings of the respective columns. Under the column headed "grade of license," the certificate held by each teacher should be designated as one of the following: College graduate, State, Normal, first grade, second grade, third grade, training class, or temporary license, as the case may be. Under the column headed "by whom licensed," the name of the person signing the license should be given, except in the case of Normal diplomas, when the name of the school issuing the same should be given, and training class licenses, when the name of the commissioner issuing the same only should appear. Care should be exercised that the information called for by the headings of the remaining columns should be accurately given. If more than twelve teachers are employed, an additional sheet should be ruled and attached to the bottom of this report and the names of the additional teachers placed thereon.

Under question 2, include only the number of teachers teaching at the same time for a term of 160 days or more during the school year. That is, if Miss Jones taught in a district for 80 days, beginning October 1, and was then followed by Miss Smith for the remaining 80 days, required to complete the school year, under the meaning of this question but one teacher has been employed.

Question No. 3, refers only to districts which have contracted to send their pupils to an adjoining district to be educated, and not to districts which have received pupils under such contract.

Questions 4, 5 and 6 need no explanation.

Under subdivision (a) question 7, the teacher will consult the last amendments of the school law to ascertain the date on which the census is to be taken. If such census has not been taken at the date of the close of the school, it will be necessary for the teacher to call the trustee's attention to this fact and require him to insert the necessary figures after taking such census.

Under subdivision (b) include all the pupils of school age that have attended the school during any portion of the year.

Under subdivision (c) include only such pupils as were registered in the district for the first time during the school year, and exclude all pupils who have come to this school after having attended in some other district previous to their attendance in this district.

Subdivision (d) should include all non-resident pupils registered, and subdivision (e) only the non-resident pupils who are registered in this school without having been previously registered anywhere else during the school year. The object of this is to get the total enrollment in the State without counting any pupil twice, as would be the case if they were reported in every district in which they have attended during the school year.

Subdivision (f) is to be obtained by simply adding subdivisions (c) and (e).

As the public money is partly apportioned upon the aggregate days attendance of pupils residing in the several counties of the State, it is necessary that great care should be taken to give accurately the attendance of pupils from the several counties in which they reside as called for in subdivision (g). This, of course, applies only to districts which lie partly in two or more counties. Under this subdivision include all pupils attending your school from districts which have contracted with your district to have their pupils educated in your district. Whenever such contracts are made, the district contracting with your district becomes for the year, a part of your district as far as attendance is concerned.

Under subdivision (h) exclude all pupils attending from districts under such contracts, as they are not non-residents for the purposes of this report.

The average daily attendance as called for under subdivision (k) will be found by dividing item (i) under this question by the sum of items (a) and (c) under question 6. This division should be carried to three decimal places. The greatest care should be exercised in answering the several subdivisions of question 7, as it furnishes the data upon which the public money is apportioned to your district.

The information necessary to answer questions 15, 16 and 18 may be obtained from the trustee.

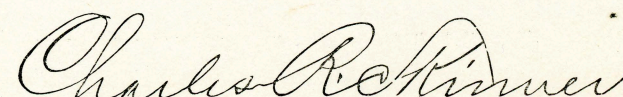
The measurements called for under question 20 should be carefully made.

The data with which to answer subdivision (a) under question 34 must be obtained from the census submitted with the trustees' last annual report, a copy of which should be on file with the district clerk. It is desirable to keep the lists of children between the ages of 8 and 14, and 14 and 16 separate, in order that the information called for under questions 34 and 35 may be easily accessible. All the questions under the compulsory law should be as accurately and fully answered as possible.

The trustee's attention should be called to the affidavit at the end of this report, which affidavit may be taken before a notary public, justice of the peace, town clerk, or school commissioner. This report is to be detached and fastened to the inside of an additional sheet which will be furnished by the school commissioner and upon which the trustee is to make his financial report, and also to place the names of all the children residing in the district of school age on the date upon which the law requires such census to be taken. The report is then to be filed with the town clerk by the trustee on the first day of August, 1902, if the district is to share in the public money.

Before a teacher can make the affidavit required to draw her last month's salary, this report must be fully made, as the affidavit says that "all the entries called for by the directions to teachers given in this register have fully and truly been made," and I shall consider it just cause for the annulment of any teacher's license if such teacher neglects or refuses to fully and carefully make this report. A duplicate of the report should be filled out on pages 17 and 18 to be left in the register. In all districts which lie in two or more counties, a report should be made to the commissioner in each of the counties in which the district is situated. For this purpose extra blanks will be furnished by the commissioner in whose district the schoolhouse is situated. Teachers should become familiar with the data required by this report early in the school year in order that they may keep the register in such shape that all information asked for can be obtained, and in case any of the questions are not fully understood, should consult with the school commissioner in regard to the same when he visits the school.

Very respectfully yours,



State Superintendent



# TRUSTEES ANNUAL REPORT—CONTINUED

7 a Number of children over 5 and under 18 years of age residing in the district on the date on which the law requires the census to be taken . . . . .

b Number of children over 5 and under 18 years of age residing in the district who have attended school some portion of the year . . . . .

c Whole number of such children who were not registered in any other district before they were registered in this district since August 1, 1901. . . . .

d Number of non-resident pupils of school age attending . . . . .

e Whole number of non-resident pupils of school age who were not registered in any other district before they were registered in this district since Aug. 1, 1901. . . . .

f Total net enrollment (sum of items c and e) . . . . .

g The aggregate number of days' attendance (including institute week) of pupils of school age residing in the district and including pupils of districts making contracts with this district was as follows. . . . .

h Aggregate days attendance of pupils not residing in the district (Do not include pupils attending from districts under contracts) . . . . .

i Total days attendance (Add items g and h) . . . . .

j Is the attendance for institute week included in item g above? Yes If so, how many days are so included? 5 . . . . .

k Average daily attendance (item i divided by the sum of items a and c under question 6) . . . . .

8 How many of the teachers employed during the past year have attended a State Normal School without graduating? . . . . .

9 How many times was the school inspected by the Commissioner during the year? Once . . . . .

10 How many times was the school visited by school district officers? . . . . .

11 How many visits were made the school by parents of children in school, on days when only the regular programme was being carried out? No . . . . .

12 The number of volumes in the school library is 0; and their present estimated value is \$ 0. The number of volumes added to the school library during the past school year, was 0; and the amount expended therefor was \$ 0 . . . . .

13 Has the school a United States flag, as required by Chap. 222, Laws of 1895? Yes . . . . .

14 The school house is a frame building. (Fill the blank with log, frame, brick or stone, according to the fact.) The school house, furniture and outbuildings are in good condition. (Fill the blank with good, fair or poor). . . . .

15 The school house site is valued at \$ . . . . .; school house \$ . . . . .; total \$ . . . . .

16 The assessed valuation of all the property taxable in the district, both real and personal, as shown by the district tax list last issued, was \$ . . . . .

BOYS	GIRLS	TOTAL
6	12	18
6	12	18
6	12	18
0	1	1
0	1	1
6	13	19
461	890	1351
0	49	49
461	939	1400
3.0134	6.1374	9.1502

17 Is your district a common school district, or a union free school district? Common School . . . . .

18 If a union free school district, is it organized under the general law, or by a special act of the Legislature? . . . . .

19 How many trustees has your district, and what are their names and post-office addresses? Melvin Ter Bush  
Claryville  
N. Y. . . . . .

20 Give in rods, the length and breadth of school grounds. . . . . rods by . . . . . rods. (Do not include in measurement any part of highways.) . . . . .

21 a Are separate privies or water closets provided as required by the "Health and Decency" Act. (See page 1 of Register.) Yes . . . . .

b If under the same roof, are they separated by a double board partition? . . . . .

c If not under the same roof, what is the distance between them? . . . . .

d Are the approaches thereto separated by a substantial, close fence, at least 7 feet high? No . . . . .

22 Has instruction been given in Physiology and Hygiene, as required by Chapter 1041 of the Laws of 1895, as amended by Chapter 901 of the Laws of 1896? Yes (For text of this law, see page 3 of this Register.) . . . . .

23 Give the dates on which the last Teachers' Institute was held for your district. Nov. 18-22, 1901 . . . . .

a Did your teacher attend for the full time during which institute was held? Yes . . . . .

b Did the district pay the teacher full wages for the time during which he or she attended the institute? Yes . . . . .

24 Has your district built a new school house during the past school year? No . . . . .

25 Have all the teachers who taught your district school during the past school year made affidavit, as required by law, to the correctness of the entries made by them in the daily school register of the district? Yes . . . . .

26 For how long a time has the teacher or teachers employed in your district the last term been teaching in said district? 160 days . . . . . If more than one, give average time. . . . .

27 Was Friday following the first day of May observed in your district as Arbor Day? Yes . . . . . If not, was Arbor Day observed upon any other day? . . . . .

28 How many trees were planted on the school grounds during the past year? One . . . . .

29 Give the number of children of school age in your district vaccinated. . . . . Unvaccinated. 18 . . . . .

30 Has your district a copy of the forty-seventh Annual Report of the State Superintendent of Public Instruction, 1901? Yes . . . . .

31 Have the teachers employed been furnished a contract as required by law? Yes . . . . .

32 Have the teachers employed been paid monthly, as the law requires? Yes . . . . .

33 Has the collector's bond been filed with the town clerk, as required by law? Yes . . . . .



# COMPULSORY LAW

- 34 a Number of children over 8 and under 14 years of age residing in your district  
June 30, 1901, was . . . . . 10
- b Number of children over 8 and under 14 years of age registered as attending  
your district school during the year was . . . . . 10
- c Number of such children receiving instruction elsewhere was . . . . . 0
- d Average daily attendance of such children at your school was . . . . . 5,418
- e Average daily attendance of such children receiving instruction elsewhere was . . . . . 0
- 35 a Number of children over 14 and under 16 years of age residing in your district  
June 30, 1901, was . . . . . 3
- b Number of such children over 14 and under 16 years of age attending your  
school during the year was . . . . . 3
- c Number of such children receiving instruction elsewhere was . . . . . 0
- 36 How many persons in parental relation to children have been arrested for wilful  
violation of the Compulsory Education Law? . . . . . 0 How many fined? . . . . . 0  
How many imprisoned? . . . . . 0
- 37 How many persons, firms, or corporations have been fined for unlawfully employ-  
ing children between 8 and 14 years of age? . . . . . 0
- 38 How many times has the attendance officer visited your school during the year? . . . . . 0
- 39 How many arrests of habitual truants in your district has the attendance officer  
made during the year? . . . . . 0
- 40 How many children arrested as habitual truants or incorrigibles in your district  
have been committed to truant schools or similar institutions? . . . . . 0
- 41 What per cent. of absence does your register show was due to sickness? . . . . . —

# TRUSTEES AFFIDAVIT

State of New York, }  
County of..... } ss.

....., the undersigned trustee of the school district for which the foregoing report is made, being by me duly sworn, depose and say that to the best of.....knowledge, information and belief, all the statements contained in the foregoing report are true; that he has taken the statistical report therein contained from the school register kept by the teacher therein employed, which register has been verified as required by law.

Deponent further say that he has made investigation as to the facts, and that to the best of his knowledge, information and belief, all the provisions of the statute relating to the study of physiology and hygiene in the public school have been complied with in the district of which he is trustee, and that to his best information, knowledge and belief, the provisions of chapter 1041 of the laws of 1895, as amended by chapter 901 of the laws of 1896, have been complied with.

Subscribed and sworn to before me, } .....  
this.....day of.....190 . } .....  
Trustee of School  
District No.  
in the town of

# TRUSTEES ANNUAL REPORT

## STATISTICAL

- 1 The names of the teachers who taught the district school during the year commencing August 1, 1901, and closing July 31, 1902, and of the authorities by whom they were severally licensed, and the dates of the beginning and ending of the services of each, and the time of service of each, *while duly licensed*, are fully and correctly stated in the following schedule, viz :

NOTE. Districts employing more than twelve teachers, will rule a sheet similar to the following blank for additional names and insert it at the lower edge of page.

[illegible]

- 2 The NUMBER OF LICENSED TEACHERS, TEACHING AT THE SAME TIME, employed 160 days or more during the year beginning August 1, 1901, ending July 31, 1902, was ..... One
- 3 Did your district make a contract with a city or with an adjoining school district for the instruction of all the children of your district for 160 days or more? Yes ..... By reason of such contract are you entitled to one quota? Yes .....
- 4 How many private schools are within the district (not including colleges, incorporated academies or seminaries)? ..... 0
- 5 How many pupils between 5 and 18 years of age have attended private schools some portion of the year — boys..... 2 .....; girls..... 0 .....; total, ..... 0
- 6 a The whole number of days (not including holidays and time spent at institute) the school was actually taught by duly licensed teachers during the year was ..... 148
- b The number of holidays occurring during the year for which this district paid a licensed teacher was ..... 7
- c The number of days for which the licensed teachers were paid for institute attendance was ..... 5
- d The whole number of days for which licensed teachers were employed was ..... 160
- e The whole number of days for which unlicensed teachers were employed during the year was ..... 0



## CENSUS SCHEDULE

Names of Parents or other persons with whom the children live	NAMES AND AGES OF CHILDREN BETWEEN 5 AND 18  (Follow the form given below)  Census of June 30, 1901	Children between 5 and 18		Children between 8 and 16		Town in which they Reside
		Male	Female	No. of such in the family	How many of them attended public School Oct. 1st to June 1st	
(Example) J. Richards	James (17), Charles (16), Mary (14), Ellen (11), George (9)	3	2	3	3	Herkimer
Mrs. C. Keller	Fred (14) William (13) Louisa (10) Selena (9)	2	2	4	4	Denning
James Bailey	Minnie C. (17) Melvin (11)	1	1	2	2	Denning
William Hamilton	George (15) Ella (10)	1	1	2	1	Denning
Isaac Hamilton	Phoebe (10)	0	1	1	1	Denning
Geo Brackman	Goldie (6)	0	1	1	1	Denning
Dubois Cole	Ollie Sagendorf (17) Daniel (15) Harry B. Cole (7)	2	1	3	2	Denning
D. H. Van Wagner	Carrie Merle Leslie (13)	0	1	1	0	Denning
Melvin Ter Bush	Sheldon (7)	1	0	1	0	Denning
Riley Van Aken	Edna (5)	0	1	1	0	Denning
Anthony Taylor	Leander (7)	1	0	0	0	Denning
Frank Davenport	Irda (7) Henry (5)	1	1	0	0	Denning
Phoe. Davenport	Frank (9)	1	0	1	0	Denning
Charles Schultz	Valeria (16) John (15) Jennie (14)	1	2	3	2	Denning



# DIRECTIONS TO TEACHERS

READ CAREFULLY THESE DIRECTIONS BEFORE MAKING ANY ENTRIES

1 This register is so arranged that a pupil's name need be entered only once during the year. The age should be entered at the beginning of each term.

2 Separate lists of boys and girls should be made.

3 When a pupil enters for the first time a capital "E" should be placed in the square for that day. When he leaves permanently a capital "L" should be placed in the square.

4 § 6. **Teacher's record of attendance.** "An accurate record of attendance of all children between eight and sixteen years of age shall be kept by the teacher of every school, showing each day by the year, month, day of the month and day of the week, such attendance, and the number of hours in each day thereof; and each teacher upon whose instruction any such child shall attend elsewhere than at a school, shall keep a like record of such attendance. Such records shall, at all times be open to the attendance officers or other persons duly authorized by the school authorities of the city or district, who may inspect or copy the same, and every such teacher shall fully answer all inquiries lawfully made by such authorities, inspectors or other persons, and a willful neglect or refusal so to answer any such inquiry shall be a misdemeanor."

I. An accurate record cannot be considered as kept unless every case of absence is properly accounted for either as wilful truancy, illegal detention, or legal absence. The teacher should discover the cause and indicate in the register the disposition of each case of absence or tardiness. This judicial determination cannot be reached unless excuses for absence and tardiness are required, and it is held to be the duty of local school authorities to require written excuses or personal explanations from parents whenever children are absent or tardy, and such excuses or explanations should state the reason for absence or tardiness that the teacher may make a correct entry in the register. In order that a somewhat uniform practice may prevail throughout the state, I recommend the following as a suitable regulation governing excuses to be rendered for absence and tardiness.

No pupil subject to the provisions of the compulsory education law, shall be absent or tardy without bringing a written excuse from his parent or guardian, which excuse should state the specific reason for absence or tardiness. Sickness of the child, severe sickness in the family requiring the service of the child, or some very urgent necessity, should be deemed the only ordinary excuses for absence or tardiness. If any question as to the sufficiency of an excuse shall arise between the parent or guardian and the teacher, it shall be referred to the superintendent of schools or to the school authorities for a decision.

Teachers should adopt some system or nomenclature by which to indicate causes of absence, as S, sickness; +, excused; —, unexcused.

II. To record the hours of attendance the following plan has been adopted. It will require the teacher to go over the register at the beginning and at the close of the school. At the morning roll call if a pupil is present a dot, or period, should be made in the upper part of the space opposite his name; thus:



If a pupil is absent from the morning roll call the space should be left vacant.

At the close of school, if a pupil has been present all day, the dot should be extended into a line; if a pupil has been absent all day, a zero should be entered against him. If a pupil has been in school 3 hours, for example, from the beginning of the morning session, the figure 3 should be placed *under the dot*; if the pupil comes in late in the day, for example at eleven o'clock, the figure 4 should be placed in the space. *Tardiness* will, therefore, be denoted by a figure (representing the number of hours spent in school) *without the dot above*.

Following is a specimen registry of four pupils for a week under this system:

Appearance of register after morning roll call:					Appearance of register after revision at the close of school:					
M. T. W. T. F.					M. T. W. T. F. Total					
No. one .....	.	.			No. one.....	1	4	0	0	3
No. two.....	.	.			No. two.....	0	1	1	0	2
No. three.....	.	.	.	.	No. three .....	3	0	1	6	4
No. four.....	.	.	.	.	No. four.....	4	2	4	1	5

By this record no. one was present, Monday; came at 11, Tuesday; present, Wednesday, absent, Thursday and Friday.

No. two: absent, Monday; present, Tuesday and Wednesday; absent, Thursday and Friday.

No. three: excused at noon, Monday; absent, Tuesday; present, Wednesday; tardy less than half hour Thursday; present, Friday.

No. four: came at 11 A. M., Monday; excused at 11 A. M., Tuesday; excused at 2 P. M., Wednesday; present, Thursday and Friday.

5 In computing total or aggregate attendance, a pupil present any part of the day should be counted as present a full day; the law knows no parts of days in this respect.

6 The teacher of the first term in the school year, on or after August 1 will enter his own name in the first line of the column of "Names of pupils over 5 and under 18 years of age, residing in the district," and credit himself with each day of attendance. The sum of these will be the whole number of days taught, and, of course is not to be added to the total attendance of the pupils. If the school is taught by successive teachers, during the term, it may be indicated by a note at the bottom of the page; it is not a material fact for the purposes of this part of the register. This fact must be noted in the "Statement" on page 15 of the register.

7 The teacher who is teaching the term of school during which an institute is held for that commissioner district, will credit the district with an aggregate attendance equal to that of the week previous to that on which the institute is held.

NOTE. In case no school was held during the week previous to institute week, credit an aggregate attendance equal to that of the last preceding week during which school was held, if any, during the school year.

No such attendance shall be computed, unless the teacher drew full pay for the time spent at the institute.

8 The blanks at the top of the page should be carefully filled, and the names of pupils and parents written out in full. The age should also, in all cases, be given.

9 All the pages intended for the registration of the names and attendance of pupils are designed for the registration of those pupils only, who reside in the district and are over 5 and under 18 years of age, except those pages in the back part of the register, which as will appear from the headings, are designed for non-resident pupils and pupils who are under 5 and over 18 years of age, and reside in the district. Teachers should be particularly careful to ascertain whether the pupil is a resident or non-resident, before entering his name in the school register, and in case he be a resident, whether he is of the legal school age, or is under 5 or over 18 years of age. After learning these facts, the teacher should register him in the appropriate part of the register. Should any pupil residing in the district, become 5 years of age while attending the school, his name should be transferred to the register of pupils over 5 and under 18 years of age residing in the district. Should any pupil, a resident of the district, become 18 years of age while attending school, his name should be transferred to that part of the register designed for pupils not of school age.

10 Every week the teacher should write in the appropriate column, the total attendance of each pupil of school age, for each week, and should also write underneath, at the foot of the page, the sum of the totals for each week. At the close of the term the teacher should write in the column at the right hand of the page, headed "Total attendance," each pupil's "total attendance" for the term; and should then foot these totals for the term perpendicularly, and write the sum at the foot of the column. The totals for the several weeks, written at the foot of the page, should then be added horizontally. If no error is made, this sum will equal that found by footing the "Total attendance" column, perpendicularly. The total for the year should also be given.

11 When school is closed for institute week, or for any other cause, write in the column corresponding to such time, the cause of closing.

12 In that part of the register designed for non-resident pupils, and for pupils under 5 and over 18 years of age, residing in the district, teachers should, each week, add and foot the attendance of those pupils only who are non-residents, and are also over 5 and under 18 years of age. The totals for the term, and the final total for that part of the register, should include only the attendance of such non-resident pupils.

13 Every teacher shall, at the close of each term, make footings required, and the last teacher for the school year must fill all blanks as directed on page 16.

14 Every teacher must make the affidavit to the correctness of the entries made by him in this register, before drawing pay for services rendered. See blanks on reverse side of orders, pages 44, 46 and 48.

The teacher cannot in any way by law collect his wages until he shall have performed each of the foregoing requirements, and the omission to perform any of them shall be sufficient cause for the revocation of his certificate.

Teachers will appreciate the importance of care and neatness in keeping the register, as it constitutes a part of the permanent record of the district.

Charles R. Kinner

State Superintendent



**FIRST TERM** Attendance in School District No. 2 Schoolhouse situated in the Town of Dennison

County of Udota Term beginning September 2<sup>nd</sup>, ending December 24/90.

[illegible]



FIRST TERM At District no. 2 Schoolhouse situated in town of Denning

Term beginning December 30, 1901, ending May 7, 1902.

PUPIL'S NO.	Names of Pupils residing the district of school and of pupils 4 years of age in public Kindergarten.	PUPIL'S NO.	Date	Age	1st WEEK	2d WEEK	3d WEEK	4th WEEK	5th WEEK	6th WEEK	7th WEEK	8th WEEK	9th WEEK	10th WEEK	11th WEEK	12th WEEK	13th WEEK	14th WEEK	15th WEEK	16th WEEK	17th WEEK	18th WEEK	19th WEEK	20th WEEK	21st WEEK	22d WEEK	23d WEEK	24th WEEK	Total Attendance	Times Tardy	Total Attendance for year	MEMORANDA			
					Monday	Tuesday	Wednesday	Thursday	Friday	TOTAL	Monday	Tuesday	Wednesday	Thursday	Friday	TOTAL	Monday	Tuesday	Wednesday	Thursday	Friday	TOTAL	Monday	Tuesday	Wednesday	Thursday	Friday	TOTAL					Monday	Tuesday	Wednesday
	F. Maude Burns <small>Write Surname First</small>		Dec 30	11	1	1	1	1	5	2	1	1	1	1	5	1	1	1	1	1	5	1	1	1	1	1	1	1	1	1	1	78			
1	Hornbeck, Eln		Jan 31	14	0	1	1	1	3	1	2	1	1	1	5	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	42	77	The attendance	
2	Keller, Louie		Jan 1	10	0	5	1	1	3	1	2	1	1	1	5	1	1	0	1	4	1	1	1	1	1	1	1	1	1	1	1	73	137	for Institute	
3	Keller, Selen		Jan 2	9	0	5	1	1	3	1	2	1	1	1	5	1	1	0	1	4	1	1	1	1	1	1	1	1	1	1	1	73	138	week has been	
4	Hamilton, Eli		Jan 3	10	0	0																									15	46	counted.		
5	Hamilton, Phoe		Jan 4	10	0	1	1	1	3	1	2	1	1	1	5	1	1	0	0	3	0	1	1	1	1	1	1	1	1	1	1	43	74		
6	Vanaken, Ma		Jan 5	7	0	3	1	1	3	1	2	1	0	5	1	1	4	1	1	3	1	1	1	1	1	1	1	1	1	1	1	45	108		
7	Brackman, Geo		Jan 6	6	0																										24	75			
8	Grainford, Add		Jan 7	7	0																										8	16			
9	Bailey, Winn		Jan 8	17	0	5	1	1	3	1	2	1	1	1	5	1	1	0	1	3	1	1	1	1	1	1	1	1	1	1	1	73	129		
10	Sagendorf, Ollie		Jan 9	17	0	0	0	0	3	1	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	26	39		
11	Schultz, Jenn		Jan 10	14	0	0	0	0	1	1	2	1	0	1	5	1	1	4	0	0	0	1	1	1	1	1	1	1	1	1	1	33	46		
12	Leslie, Carrie		Jan 11	12																											405	385			
																															6	5			
																															460	790			
Boys.																																			
1	Keller, William		Jan 12	13	0	5	1	1	3	5	1	2	1	1	1	5	1	1	0	1	2	3	0	1	0	2	4	1	5	5	0	1	72	108	
2	Keller, Fred		Jan 13	13	0	1	1	1	3	5	1	2	1	1	1	5	1	1	0	1	4	0	0	0	0	1	1	1	1	1	1	1	57	86	
3	Bailey, Melvin		Jan 14	11	0	0	1	1	1	1	1	1	1	1	5	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	60	112		
4	Bole, Harry		Jan 15	7	1	0	1	0	2	1	2	0	5	0	3	1	3	0	3	0	5	0	1	1	3	0	5	1	3	0	0	0	31	111	
5	Acherley, Dan		Jan 16	15	0	0	1	1	5	1	2	1	0	5	4	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15	24	
6	Schultz, John		Jan 17	15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12	20		
																															267	161			
																																85	346		







**FIRST TERM** Attendance in School District No. 2 Schoolhouse situated in the Town of Dunsmuir

County of Upland Term beginning Sept. 2, 1901, ending Dec. 24<sup>th</sup> 1901

[illegible]



## SECOND TERM

District no. 2 Schoolhouse situated in town of Denning

Names of Pupils **not** residing in the district, and of pupils residing in the district under 5 and over 18 years, also of pupils under 4 years of age in Kindergartens.

Name of Teacher

**Write Surname First**

Ryan, Adah  
Red Hill,  
A. Y.

New Years Day

last:

Lincoln's Birthday

## SECOND TERM

Term beginning December 31, 1961, ending May 1<sup>st</sup>, 1962

13th WEEK				14th WEEK		15th WEEK		16th WEEK		17th WEEK		18th WEEK		19th WEEK		20th WEEK		21st WEEK		22d WEEK		23d WEEK		24th WEEK			
Monday	Tuesday	Wednesday	Thursday	Friday	TOTAL	Monday	Tuesday	Wednesday	Thursday	Friday	TOTAL	Monday	Tuesday	Wednesday	Thursday	Friday	TOTAL	Monday	Tuesday	Wednesday	Thursday	Friday	TOTAL	Monday	Tuesday	Wednesday	Thursday

MEMORANDA

30

49







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1	For teachers' wages.....	\$0
2	For repairs to schoolhouse.....	\$0
3	For fuel.....	\$0
4	For janitor.....	\$0
5	For maps and globes.....	\$0
6	For library books voted at the annual meeting.....	\$0
7	For.....	\$0
8	For.....	\$0
9	For.....	\$0
10	For.....	\$0
	Total.....	\$0

40

—◆●◆—

The trustee or trustees must sign and date this list at the bottom of the last sheet added, and attach the warrant as found on the opposite page of the register before delivering it to the collector.



NAMES OF TAXABLE INHABITANTS AND CORPORATIONS	REAL ESTATE				Total assess- ment	Tax
	Description	Special franchise	Assessed valuation	Personal valuation		
No. 17, short tract.....	10 acres		\$100		\$100	\$0 50
That part of the south-west quarter of lot No. 23, short tract, which lies east of a line running north 43° west from the south-east corner of lot No. 12, in the same tract, being the district boundary line.....	2½ acres		\$20		\$20	10

## WARRANT OF TRUSTEES

To the Collector of School District No. .... in the town of .....  
in the county of ..... State of New York.

You are hereby commanded to *receive* from each of the taxable inhabitants and corporations named in the foregoing list, and of the owners of the real estate described therein, the several sums mentioned in the last column of the said list, opposite to the persons and corporations so named, and to the several tracts of lands so described, or so much thereof as may be voluntarily paid to you for the next thirty days after the delivery to you of this Warrant, together with one cent on each dollar thereof for your fees; and after the expiration of the time above mentioned, to proceed forthwith to *collect* the residue of the sums not so paid in as aforesaid, with five cents on each dollar thereof for your fees; and, in case any person upon whom such tax is imposed shall neglect or refuse to pay the same, you are to levy the same by distress and sale of the goods and chattels of the person or corporation so taxed, in the same manner as on Warrants issued by the board of supervisors for the collection of taxes in towns; and you are to make a return of this Warrant within *sixty* days after the delivery thereof to you; and if any tax on real estate or the taxes upon non-resident stockholders in banking associations organized under the laws of Congress, mentioned in the said list shall be unpaid at the time when you are required to return this Warrant, you are to deliver to the trustees of the said District an account thereof, according to Law. All moneys received or collected by you by virtue of this Warrant you are to keep safely, and to pay the same on the written order of a majority of the trustees, or to the treasurer of the district if such an officer shall have been duly elected and has qualified.

Given under.....hand this.....day of.....190.....

Trustee



TO TRUSTEES: The following blank order  
time for which the order is issued. T  
which they are not given. See blank fo

Order No. 1  
To Smith Taylor Collector  
Treasurer  
Supervisor  
Payable to F. Maude Currey  
Teacher,  
for wages earned between Sept 2nd 1901 and  
Sept 22, 1901, in District No. 2  
Town of Dunning  
Date October 25  
\$ 29.00  
Affidavit made \_\_\_\_\_

Order No. 1  
To Smith E. Taylor Collector  
Treasurer  
Supervisor  
Payable to F. Maude Currey  
Teacher,  
for wages earned between Sept 22 1901 and  
Oct 25th 1901, in District No. 2  
Town of Dunning  
Date October 25th  
\$ 29.00  
Affidavit made \_\_\_\_\_

Order No. 3  
To L. F. Bennett Collector  
Treasurer  
Supervisor  
Payable to F. Maude Currey  
Teacher,  
for wages earned between \_\_\_\_\_ and  
\_\_\_\_\_, in District No. \_\_\_\_\_  
Town of \_\_\_\_\_  
Date \_\_\_\_\_  
\$ \_\_\_\_\_  
Affidavit made \_\_\_\_\_

Order No. 2  
To Smith Taylor Collector  
Treasurer  
Supervisor  
Payable to F. Maude Currey  
Teacher,  
for wages earned between Oct 25th 1901 and  
December 31st 1901, in District No. 2  
Town of Dunning  
Date December 30th 1901  
\$ 15.80  
Affidavit made \_\_\_\_\_



TO TRUSTEES: The following blank orders are to be cut from the Register as needed in paying Teachers who have made affidavit covering the time for which the order is issued. They may be used on the Collector, Treasurer, or Supervisor by crossing out the title of the officers on which they are not given. See blank form of affidavit on next page

STATE OF NEW YORK } ss.:  
County of Ulster  
I, F. Maude Curry, being duly sworn, do depose and say that I am a duly licensed teacher, and that the within register of attendance of pupils in district No. 2, Town of Denning, from the 2nd day of Sept. 1901, to the 27th day of Sept. 1901, is correct to the best of my knowledge, and that I have fully and truly made all the entries called for by the "Directions to Teachers" given in this register.  
Subscribed and sworn to before me, this 25th day of Oct. 1901, Signed, F. Maude Curry Teacher  
DuBois Cole District Clerk

STATE OF NEW YORK } ss.:  
County of Ulster  
I, F. Maude Curry, being duly sworn, do depose and say that I am a duly licensed teacher, and that the within register of attendance of pupils in district No. 2, Town of Denning, from the 2nd day of Sept. 1901, to the 25th day of Oct. 1901, is correct to the best of my knowledge, and that I have fully and truly made all the entries called for by the "Directions to Teachers" given in this register.  
Subscribed and sworn to before me, this 25th day of Oct. 1901, Signed, F. Maude Curry Teacher  
DuBois Cole District Clerk

STATE OF NEW YORK } ss.:  
County of Ulster  
I, F. Maude Curry, being duly sworn, do depose and say that I am a duly licensed teacher, and that the within register of attendance of pupils in district No. 2, Town of Denning, from the 25th day of Oct. 1901, to the 26th day of Nov. 1901, is correct to the best of my knowledge, and that I have fully and truly made all the entries called for by the "Directions to Teachers" given in this register.  
Subscribed and sworn to before me, this 26th day of Nov. 1901, Signed, F. Maude Curry Teacher  
DuBois Cole District Clerk

STATE OF NEW YORK } ss.:  
County of Ulster  
I, F. Maude Curry, being duly sworn, do depose and say that I am a duly licensed teacher, and that the within register of attendance of pupils in district No. 2, Town of Denning, from the 26th day of Nov. 1901, to the 26th day of Dec. 1901, is correct to the best of my knowledge, and that I have fully and truly made all the entries called for by the "Directions to Teachers" given in this register.  
Subscribed and sworn to before me, this 26th day of Dec. 1901, Signed, F. Maude Curry Teacher  
DuBois Cole District Clerk

Order No. 3  
To L. F. Bennett Collector  
Payable to F. Maude Curry Treasurer  
Teacher,  
for wages earned between Dec. 30, 1901 and Apr. 22 1902, in District No. 2  
Town of Denning  
Date June 13th 1902  
\$ 12.00  
Affidavit made \_\_\_\_\_

Order No. 4  
To Smith Taylor Collector  
Payable to F. Maude Curry Treasurer  
Teacher,  
for wages earned between Apr. 22 1902 and May 1st 1902, in District No. 2  
Town of Denning  
Date June 13th 1902  
\$ 17.40  
Affidavit made \_\_\_\_\_

Order No. \_\_\_\_\_  
To \_\_\_\_\_ Collector  
Payable to \_\_\_\_\_ Treasurer  
Teacher,  
for wages earned between \_\_\_\_\_ and \_\_\_\_\_  
in District No. \_\_\_\_\_  
Town of \_\_\_\_\_  
Date \_\_\_\_\_  
\$ \_\_\_\_\_  
Affidavit made \_\_\_\_\_

Order No. \_\_\_\_\_  
To \_\_\_\_\_ Collector  
Payable to \_\_\_\_\_ Treasurer  
Teacher,  
for wages earned between \_\_\_\_\_ and \_\_\_\_\_  
in District No. \_\_\_\_\_  
Town of \_\_\_\_\_  
Date \_\_\_\_\_  
\$ \_\_\_\_\_  
Affidavit made \_\_\_\_\_

Order No. \_\_\_\_\_ Collector of Dist. No. \_\_\_\_\_  
Treasurer of Dist. No. \_\_\_\_\_  
To \_\_\_\_\_ Supervisor of the Town of \_\_\_\_\_  
PAY TO \_\_\_\_\_ (or order) \_\_\_\_\_ Dollars  
and \_\_\_\_\_ cents, on account of wages earned by h. \_\_\_\_\_ while duly qualified as a teacher in School District No. \_\_\_\_\_ in the town of \_\_\_\_\_ between the \_\_\_\_\_ day of \_\_\_\_\_ A. D., 1 \_\_\_\_\_, and the \_\_\_\_\_ day of \_\_\_\_\_ A. D., 1 \_\_\_\_\_ Dated \_\_\_\_\_ A. D., 1 \_\_\_\_\_  
\$ \_\_\_\_\_ \* \_\_\_\_\_ Trustee of  
School Dist. No. \_\_\_\_\_  
Town of \_\_\_\_\_  
Insert "Sole" if the district has but one trustee

Order No. \_\_\_\_\_ Collector of Dist. No. \_\_\_\_\_  
Treasurer of Dist. No. \_\_\_\_\_  
To \_\_\_\_\_ Supervisor of the Town of \_\_\_\_\_  
PAY TO \_\_\_\_\_ (or order) \_\_\_\_\_ Dollars  
and \_\_\_\_\_ cents, on account of wages earned by h. \_\_\_\_\_ while duly qualified as a teacher in School District No. \_\_\_\_\_ in the town of \_\_\_\_\_ between the \_\_\_\_\_ day of \_\_\_\_\_ A. D., 1 \_\_\_\_\_, and the \_\_\_\_\_ day of \_\_\_\_\_ A. D., 1 \_\_\_\_\_ Dated \_\_\_\_\_ A. D., 1 \_\_\_\_\_  
\$ \_\_\_\_\_ \* \_\_\_\_\_ Trustee of  
School Dist. No. \_\_\_\_\_  
Town of \_\_\_\_\_  
Insert "Sole" if the district has but one trustee

Order No. \_\_\_\_\_ Collector of Dist. No. \_\_\_\_\_  
Treasurer of Dist. No. \_\_\_\_\_  
To \_\_\_\_\_ Supervisor of the Town of \_\_\_\_\_  
PAY TO \_\_\_\_\_ (or order) \_\_\_\_\_ Dollars  
and \_\_\_\_\_ cents, on account of wages earned by h. \_\_\_\_\_ while duly qualified as a teacher in School District No. \_\_\_\_\_ in the town of \_\_\_\_\_ between the \_\_\_\_\_ day of \_\_\_\_\_ A. D., 1 \_\_\_\_\_, and the \_\_\_\_\_ day of \_\_\_\_\_ A. D., 1 \_\_\_\_\_ Dated \_\_\_\_\_ A. D., 1 \_\_\_\_\_  
\$ \_\_\_\_\_ \* \_\_\_\_\_ Trustee of  
School Dist. No. \_\_\_\_\_  
Town of \_\_\_\_\_  
Insert "Sole" if the district has but one trustee



STATE OF NEW YORK } ss.:  
County of Ulster

I, F. Maude Currey, being duly sworn,  
do depose and say that I am a duly licensed teacher, and  
that the within register of attendance of pupils in dis-  
trict No. 2, Town of Denning  
from the 30 day of December 1901, to the 7<sup>th</sup>  
day of March 1902, is correct to the best of my  
knowledge, and that I have fully and truly made all  
the entries called for by the "Directions to Teachers"  
given in this register.

Subscribed and sworn to before } Signed,  
me, this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_ Teacher  
Alfred B. Cole District Clerk

STATE OF NEW YORK } ss.:  
County of \_\_\_\_\_

I, \_\_\_\_\_, being duly sworn,  
do depose and say that I am a duly licensed teacher, and  
that the within register of attendance of pupils in dis-  
trict No. \_\_\_\_\_, Town of \_\_\_\_\_,  
from the \_\_\_\_\_ day of \_\_\_\_\_, to the \_\_\_\_\_  
day of \_\_\_\_\_, is correct to the best of my  
knowledge, and that I have fully and truly made all  
the entries called for by the "Directions to Teachers"  
given in this register.

Subscribed and sworn to before } Signed,  
me, this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_ Teacher  
\_\_\_\_\_ District Clerk

STATE OF NEW YORK } ss.:  
County of \_\_\_\_\_

I, \_\_\_\_\_, being duly sworn,  
do depose and say that I am a duly licensed teacher, and  
that the within register of attendance of pupils in dis-  
trict No. \_\_\_\_\_, Town of \_\_\_\_\_,  
from the \_\_\_\_\_ day of \_\_\_\_\_, to the \_\_\_\_\_  
day of \_\_\_\_\_, is correct to the best of my  
knowledge, and that I have fully and truly made all  
the entries called for by the "Directions to Teachers"  
given in this register.

Subscribed and sworn to before } Signed,  
me, this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_ Teacher  
\_\_\_\_\_ District Clerk

STATE OF NEW YORK } ss.:  
County of \_\_\_\_\_

I, \_\_\_\_\_, being duly sworn,  
do depose and say that I am a duly licensed teacher, and  
that the within register of attendance of pupils in dis-  
trict No. \_\_\_\_\_, Town of \_\_\_\_\_,  
from the \_\_\_\_\_ day of \_\_\_\_\_, to the \_\_\_\_\_  
day of \_\_\_\_\_, is correct to the best of my  
knowledge, and that I have fully and truly made all  
the entries called for by the "Directions to Teachers"  
given in this register.

Subscribed and sworn to before } Signed,  
me, this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_ Teacher  
\_\_\_\_\_ District Clerk



# The School Library

Application for state library money filed with the school commissioner

....., 190.....

Sum raised for library purposes by the district, \$.....

## NOTES

**1 Application for state library money.** To entitle a district to a share in the state library money, it must raise, for library purposes, at least the respective sum described in note 2, and the trustee or trustees must make application to the school commissioner by filing with him a certificate of appropriation. The district money may be raised by tax or otherwise; under certain conditions an equal sum will be given by the state. After the annual school meeting and until the third Tuesday in March, or until the fund is exhausted, applications will be accepted by the State Superintendent in the order in which they are reported to him by the school commissioners. Applications will be accepted only so long as the sum available for distribution in the county will permit a full duplication of the sums raised by the local authorities, within the limits described in notes 2 and 3.

**2 Limits of apportionment.** The sum certified as having been raised must not be less than \$5 in any common school district, nor less than \$10 in any union school district. No maximum limit of money to be raised by the district is set, but, except as described in note 3, the school commissioners will apportion to no common school district from state funds a sum greater than \$10, nor to any union school district a sum greater than \$25.

**3 Limits extended.** If any part of the state library money available to the county remains unapplied for after October 15 and the amount will permit, applications will be accepted from common school districts for sums as great as \$40, and from union school districts for sums as great as \$100.

**4 Payment of money.** The library money apportioned to any district will be paid to the supervisor of the respective town with the other public school money in the spring. Such moneys are forfeited if allowed to lie in the supervisor's hands later than the first Tuesday in March, following.

**5 List for approval.** Before a purchase is made, and before the first Tuesday in March, a list of the books selected must be submitted to the State Superintendent for approval. A blank for that purpose may be found in this register. A list of approved books, a graded and classified list of material from which selections for a course in reading may be made, and general suggestions in regard to the teaching of literature, the selection and purchase of books, and the care of the library, may be found in the Teachers' manual, a copy of which has been placed in every school. On application to the State Superintendent, they may be had separately in the pamphlet "School libraries and reading." Periodicals and maps, charts and other apparatus must be paid for with money raised in excess of that herein described. The purchase of a moderate number of copies of any book "suitable for supplementary reading for children," except those in common use in the school, will be allowed.

**6 Character of library.** In order to give the school library the distinctively educational character which it should bear, it must be made to consist chiefly of works of reference and books relating to biography, history, science, travels, classic or standard literature and pedagogy. This ought to be done without making it uninteresting or unattractive. It is suggested that the selections for purchase be made to include a due proportion of each class of books just described. Lists which consist entirely or chiefly of fiction will not be approved.

**7 Entire amount to be expended.** The entire amount of library money available to the district must be expended for suitable books before the close of the current school year. At the end of the school year, a special library report showing the receipts and expenditures of the year and a list of the books actually purchased will be required from every district which shared in the state money. Blanks for that purpose (form VII-C-I) will be distributed by the commissioners in the spring.

**8 Duty of librarian.** The librarian (under the law, a teacher) should keep a careful record of the books loaned and of additions by purchase or otherwise, and at the close of the school year should give to the trustees or board of education, a report covering these items, the condition of the library, and any recommendations which he may choose to offer. The substance of this report should be recorded on the next page of this register.

## Certificate of Appropriation for the School Library and Application for State Library Money

To.....  
School commissioner

....., N. Y.

DEAR SIR: \* I, the undersigned trustee of \* common, school district  
We, union,  
no.....in the town of....., county of  
....., hereby certify that there has been raised by  
tax or otherwise in the said district and is now on hand the sum of \$.....  
for the purchase of books for the school library in said district. The said sum,  
together with the sum which may be apportioned to the district from state funds  
this year for the same purpose, will be expended in the purchase of books in  
accordance with the law and the regulations governing the expenditure of school  
library moneys in this state.

†

Dated.....190

† Signed:

P. O. address:

.....N. Y.

Trustee

\*Cancel the term which does not apply.  
† If any part of the sum certified is made the basis of application for library money from any source other than the Department of Public Instruction, that fact and the sum so used must be stated on the blank line. In that case the commissioner will deduct the latter sum and report to the Department the balance only.  
‡ In union school districts, the president and the secretary of the board of education will sign the certificate.



REPORT OF THE LIBRARIAN

FOR THE SCHOOL YEAR

No. of volumes in library at beginning of year.....  
No. of volumes outstanding at beginning of year.....  
No. of volumes added during the year.....  
\* Total.....

No. of volumes in library at end of year.....  
No. of volumes outstanding at end of year.....  
No. of volumes lost or destroyed.....  
\* Total.....

\* The totals will be equal if correct

REMARKS

.....  
.....  
.....  
.....  
.....  
.....

Signed.....,  
Librarian

Dated....., 190



(This copy should be retained in the register. See notes 5 and 6 on page 49 in this register.)

[illegible]

## LIBRARY LIST FOR APPROVAL

(To be detached and forwarded to the State Superintendent or to the School Commissioner. Read the notes on this page and those on page 49.)

STATE OF NEW YORK

## Department of Public Instruction

TO CHARLES R. SKINNER

*State Superintendent of Public Instruction*

ALBANY, N. Y.

SIR:—Following is a list of books proposed to be purchased for the school library with money which the district has raised for that purpose, together with any which may be apportioned therefor from state funds. This list follows an application to the school commissioner for an apportionment of state library money, and it is respectfully submitted to you for approval.

District number\_\_\_\_\_

School district (common or union?)..... Town of.....

Amount raised by district, \$\_\_\_\_\_ County of \_\_\_\_\_

Signed:

P. O. address:

*Trustee*

Date.....

NOTE 1.—School libraries “shall consist of reference books for use in the school-room, suitable supplementary reading books for children, or books relating to branches of study being pursued in the school and pedagogic books as aids to teachers.” [Sec. 1, title 13, consolidated school law.]

NOTE 2.—The 1 st submitted for approval should provide for the expenditure of the sum raised by the district and the sum expected from the state, a reasonable allowance being made for a reduction from full retail prices. Upon request, the Superintendent will send suggestive lists. Purchases must be made by the trustees or by their authority; the Superintendent cannot supply books. A notice of approval from the Superintendent will be a voucher to accompany an order on the supervisor for library money.

NOTE 3.—This list should be submitted early in the season, certainly before a purchase is made and before the third Tuesday in March. The trustees will be personally responsible for purchases made without the approval of the Superintendent. Particular attention is directed to note 6 on page 49, and to the introduction to the pamphlet "School libraries and reading."